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ABSTRACT

This publication outlines the revised state statutes and administrative regulations governing the schools in Kentucky. These standards are mandatory for retention of accreditation by elementary and secondary schools, both public and private. The Kentucky Revised Statutes cover the following areas: (1) selection of instructional materials; (2) special education; (3) admission requirements; (4) school discipline; (5) moral instruction; (6) attendance requirements; (7) employment of school personnel; and (8) school facilities. The Kentucky Administrative Regulations (KAR) set forth requirements to be met in the hiring of teachers, contract obligations, and teacher salaries. Also contained in the KAR are the duties and responsibilities of district boards of education, qualifications and responsibilities for the transportation of students, school health guidelines, and program criteria for specific special education needs. Also included are Kentucky State Board of Education resolutions and policies on minority race history, metric instruction, character education, physical fitness, and unwed mothers. (JD)

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LAWS APPLICABLE TO STANDARD I OF THE EXPERIMENTAL REVISED STANDARDS FOR ACCREDITATION

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Kentucky Department of Education

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KRS 156.160 - Adoption of Courses of Study

The state board for elementary and secondary education shall adopt rules and regulations relating to:

(1) Minimum courses of study for the different grades and kinds of common schools; and regulations governing educational equipment of the schools.

(2) Grading, classifying and accrediting all common schools, and for determining the scope of instruction.

(3) Taking, and keeping a school census.

(4) Sanitary and protective construction of public school buildings.

(5) Medical inspection, physical education and recreation.

(6) The transportation of children to and from school.

(7) Approval of private and parochial schools of elementary or high school grades.

(8) The fixing of holidays on which schools may be closed and special days to be observed.

(9) The preparation of budgets and salary schedules for the several school districts.

(10) A uniform series of forms and blanks, educational and financial, for use in the several school districts.

(11) The disposal of real and personal property owned by local boards of education.

KRS 156.445 - Only approved books to be used as basal texts; when changes to be effective; approval of text material for private and parochial schools

(1) No textbook shall be used in any public school in Kentucky as a basal textbook unless it has been approved and listed on the state multiple list of textbooks by the state textbook commission.

(2) In approving text materials for private and parochial schools for the purpose of KRS 156.160(8) and 159.030 such text materials shall be approved if they are comprehensive and appropriate to the grade level in question notwithstanding the fact if they may contain elements of religious philosophy.

KRS 156.447 - Optional pruchase of supplementary textbooks, materials and equipment; appropriation

(1) The state board for elementary and secondary education, upon the recommendation of the superintendent of public instruction, may authorize school districts to select and use supplementary textbooks, print and audiovisual media materials and audiovisual equipment other than those selected and listed by the state textbook commission and adopted by adoption units.

(2) Pending general assembly appropriation, the superintendent of public instruction, subject to the approval of the state board for elementary and secondary education and in accordance with documented district needs, shall make available each year a percentage of the elementary school textbook appropriation and a percentage of the high school textbook appro-

priation for the optional purchase of supplementary textbooks, print and non-print media materials and audiovisual equipment needed to utilize the audiovisual materials being purchased.

(3) Local school districts may purchase supplementary textbooks, media materials and audiovisual equipment in accordance with regulations adopted by the state board for elementary and secondary education upon the recommendation of the state superintendent of public instruction.

KRS 157.200 - Definitions for KRS 157.200 to 157.305

(1) "Exceptional children" means persons under twenty-one (21) years of age who differ in one or more respects from average or normal children in physical, mental, learning, emotional or social characteristics and abilities to such a degree that they need special educational programs or services for them to benefit maximally from the regular or usual facilities or educational programs of the public schools in the districts in which they reside.

KRS 157.220 - Administrative functions of state department of education in special programs; contributions; approval of local facilities

The state department of education is hereby designated as the agency for cooperation with the state and federal governments, the approved treatment centers and local schools of Kentucky in carrying out the provisions of KRS 157.200 to KRS 157.280.

KRS 157.221 - Bureau of education for exceptional children; functions; duties of state board for elementary and secondary education

(1) The state board for elementary and secondary education shall create a "bureau of education for exceptional children" in the state department of education.

(2) The state board for elementary and secondary education shall establish appropriate divisions within the bureau of education for exceptional children.

(3) The state board for elementary and secondary education, upon recommendation of the superintendent of public instruction shall adopt rules and regulations for the operation of the bureau.

(4) The state board for elementary and secondary education, upon recommendation of the superintendent of public instruction, shall appoint a head of the bureau and necessary assistants to carry out the work of the bureau.

KRS 157.224 - Statewide plan for special education programs

(1) The Commonwealth of Kentucky is committed to providing a comprehensive educational program for its exceptional school age children.

(2) All county and independent boards of education shall operate special education programs to the extent required by, and pursuant to, a plan which has been approved by the state board for elementary and secondary education.

KRS 157.230 - Special educational classes for exceptional or handicapped children

(1) If parents of as many as eight (8) trainable mentally handicapped

children living in a school district desire special education classes for their children, school boards of any school district shall establish and maintain such classes.

(2) School boards of any school district may, subject to any limitations specified in KRS 157.200 to 157.280, establish and maintain special educational programs for exceptional children who are residents of their school district, and such children, residents of other school districts, as may be authorized by KRS 157.240 to 157.295.

(3) School boards of any school district may admit on preapproval and certification any physically handicapped child into special education programs at any time after the child has attained the age of three (3) years.

(4) School boards of any school district may admit on proper approval and certification any educable or trainable mentally handicapped child into special education programs at any time after the child has attained the age of six (6) years; provided, however, that educable and trainable mentally handicapped children shall not be enrolled in the same special class.

KRS 157.240 - Determination of status of child as physically or mentally handicapped

(1) No physically handicapped child shall be allowed special education facilities except upon a certified diagnosis of a physical defect by competent and appropriate professional authorities acceptable to the superintendent of public instruction.

(2) The director of special education, upon the approval of the superintendent of public instruction, shall prescribe rules, regulations and tests for determining what children shall be classified as educable mentally handicapped or trainable mentally handicapped, and questionable cases shall be decided by the director after adequate examination and consideration of specific case histories.

KRS 157.250 - Qualifications of teachers; special training for teachers

No person shall be employed to teach in any special education program authorized by KRS 157.230 unless he has had such special training as the state board for elementary and secondary education may require.

KRS 157.260 - Reports by directors of pupil personnel

The director of pupil personnel of each school district shall ascertain annually all children within his district who are handicapped and shall report the same to the department of education on forms provided by the state department of education and according to regulations prescribed by the superintendent of public instruction.

KRS 157.270 - Instruction in child's home or in hospital

If in any district there are exceptional children not able even with the help of transportation to be assembled in a school, instruction shall be provided in the child's home or in hospitals or sanitoria.

KRS 157.280 - Furnishing of special educational program by district other than that of child's residence, or privately; transportation; sharing costs

(1) If the number of children of compulsory school age in one (1) classification of exceptionality in a district is not sufficient to justify a special education program for that exceptionality in that district, or if a school district does not provide a special education program for that exceptionality, the board shall provide a program by contract with another county or independent district or private organization that maintains a special education program approved by the state board for elementary and secondary education for that exceptionality, the amount not to exceed the amount designated by the state department of education for a child of that particular exceptionality.

(2) The school board of the school district in which any child resides shall pay for his transportation to and from the program in the other school district or to the private organization.

(3) If a child of compulsory school age is admitted for instruction at the Kentucky School for the Deaf or the Kentucky School for the Blind, under regulation of the state board for elementary and secondary education and under provisions of KRS 167.015 to 167.150, the district in which the child resides shall provide transportation to and from the school on a regularly scheduled basis.

KRS 157.285 - Related services provided by local boards of education; conditions

Local boards of education may contract to provide "related services" to exceptional children and their families when the desired services are not available through a public or private agency.

KRS 157.290 - Tentative preapproval of plans for special education programs

The local superintendent of schools shall present to the superintendent of public instruction an application for tentative preapproval of a plan for special education programs for exceptional children.

KRS 157.315 - Regulations for operation of public kindergarten; attendance eligibility

(1) Upon the recommendation of the superintendent of public instruction, the state board for elementary and secondary education shall adopt regulations defining and prescribing the criteria for kindergartens in the common schools.

(2) Any child who meets the minimum age requirements established by KRS 158.030 for first grade attendance but who is less than seven (7) years of age and has not previously attended kindergarten shall be eligible to attend kindergarten if, in the judgment of school officials and the consent of the parent or guardian, the child would benefit more from kindergarten instruction than from first grade instruction.

KRS 157.320 - Elementary & Secondary Schools (definitions)

(1) "Elementary school" means a school consisting of grades kindergarten through eight or any appropriate combination of grades within this range, as determined by the plan of organization for schools authorized by the district board.

(2) "Secondary school" means a school consisting of grades seven through twelve, or any appropriate combination of grades within this range as determined by the plan of organization for schools authorized by the district board.

KRS 157.360 - Units - Basic, vocational & exceptional children

Allotment of classroom units shall be determined by the superintendent of public instruction.

KRS 157.370 - Allotment of transportation units

The state board for elementary and secondary education, by Kentucky administrative regulation, shall determine the type of handicapped pupil that qualifies for special type transportation to and from school.

KRS 158.030 - School Age

Any child who is six (6) years of age or who may become six (6) years of age by October 1, 1979, and any year thereafter, shall attend public school as provided by KRS 157.314 or qualify for an exemption as provided by KRS 159.030. Any child who is five (5) years of age or who may become five (5) years of age by October 1, 1979, and any year thereafter, may enter a public school kindergarten.

KRS 158.035 - Certificate of immunization

Except as otherwise provided in KRS 214.036, no child shall be eligible to enroll as a student in any public or private elementary or secondary school without first presenting a certificate from a duly licensed medical or osteopathic physician stating that the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola, and rubella in accordance with the provisions of this section and KRS 214.010, 214.020, 214.032 to 214.036 and 214.990 and the regulations of the secretary for human resources. The governing body of private and public schools shall enforce the provisions of this section.

KRS 158.060 - Six hours of actual school work shall constitute a school day.

KRS 158.070 - At least 175 scheduled days of instruction shall constitute a school year.

KRS 158.090 - Night schools

The board of education of any school district, subject to the approval of the superintendent of public instruction, may establish such night schools, industrial schools and other schools for the residents of the district as it deems advisable.

KRS 158.107 - Fee, rental or purchase of instructional materials

(1) No public common school shall charge a fee, or rental, or require a student to purchase instructional materials for enrollment, full participation or completion in any regular school program, grades kindergarten through twelve (12), except as provided in subsection (2) of this section.

(2) Students may be charged for admission fees and transportation costs for cultural enrichment programs or field trips, or co-curricular activity.

(3) All funds received by a school district for student fees shall be expended for that purpose.

KRS 158.120 - Nonresident pupils; tuition

Any board of education may charge a reasonable tuition fee per month for each child attending its schools whose parent, guardian or other legal custodian is not a bona fide resident of the district. Any controversy as to the fee shall be submitted to the state board for elementary and secondary education for final settlement. The fee shall be paid by the board of education of the school district in which the pupil resides, except in cases where the board makes provision for the child's education within his pupil's tuition fee, the pupil shall be admitted to a school only upon proper certificate of the board of education of the district in which he resides.

KRS 158.130 - Pupils sent to other districts

When it appears to the board of education in any school district that it is convenient for a pupil of any grade residing in that district to attend an approved public school in another district, the board of education may enter into a tuition contract with the public school authorities of the other school district for that purpose, but before such a contract is entered into with public school authorities in another state the school must have been approved by the state school authorities of that state through the grades in which the pupil belongs. When a district undertakes, under operation of a tuition contract or of law, to provide in its school for pupils residing in another district, the district of their residence shall share the total cost of the school, including transportation when furnished at public expense, in proportion to the number of pupils or in accordance with contract agreement between the two (2) boards.

KRS 158.140 - Admission to high school

When a pupil in any public elementary school or any approved private or parochial school completes the prescribed elementary course of study he is entitled to a certificate of completion signed by the teacher or teachers under whom the course was completed. The certificate shall entitle the pupil to admission into any public high school.

KRS 158.150 - Suspension or expulsion

(1) All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.

(2) A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:

(a) The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension;

(b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and

(c) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.

(3) The superintendent, principal or head teacher of any school may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent, guardian or other person having legal custody or control of the pupil.

KRS 158.175 - Moral instruction

The board of education of a local school district may authorize the recitation of the traditional Lord's prayer and the pledge of allegiance to the flag in public elementary schools.

KRS 158.177 - Evolution

(1) Any teacher so desiring may include as a portion of instruction in evolution the theory of creation as presented in the Bible.

(2) For those students receiving such instruction, and who accept the Bible theory of creation, credit shall be permitted on any examination in which adherence to such theory is propounded.

(3) No teacher in a public school may stress any particular denominational religious belief.

(4) This section is not to be construed as being adverse to any decision which has been rendered by any court of competent jurisdiction.

KRS 158.190 - Moral or Sectarian books

No book or other publication of a sectarian, infidel or immoral character, or that reflects on any religious denomination, shall be used or distributed in any common school.

KRS 158.295 - Student behavior

(1) It is the intent of the general assembly by this section to provide the means and initiate action whereby local school districts and the department of education may deal with delinquency, drug abuse, vandalism, absenteeism, truancy and other related acts of student behavior.

(2) The state board for elementary and secondary education shall cause to be developed and approved appropriate regulations.

KRS 158.505-158.550 - Career education, KRS 158.450-158.470 - Consumer Education, KRS 158.280 - Environmental Education, KRS 158.405-158.430 - Alcohol and drug abuse education, and State Board regulation - character education

Career education, consumer education, environmental education, alcohol and drug abuse education, and character education plans shall be written and contain activities and appropriate instruction for all grade levels.

KRS 158.600 - 158.620 - Gifted and talented

To provide experimental programs of instruction for gifted and talented students in the Division of Program Development, Bureau of Instruction of the Department of Education.

KRS 158.650 - 158.740 - Testing & educational improvement

It is the intention of the general assembly in enacting KRS 158.650 to 158.740 to assure the right of each student in the public schools of this state to acquire the basic knowledge and learning skills essential for completing high school, pursuing a course of study in post secondary education, or entering the work force in our society.

KRS 158.990 - Penalties

Any member of a school board who votes to permit entrance to a school of any child not eligible therefor under the provisions of KRS 158.030 shall be fined not less than five dollars ($5.00) nor more than fifty dollars ($50.00).

KRS 159.010 - Parent or custodian to send child to school; age limits for compulsory attendance

Except as provided in KRS 159.030, each parent, guardian or other person residing in the state and having in custody or charge any child between the ages of six (6) and sixteen (16) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend.

KRS 159.030 - Exemptions from compulsory attendance

The board of education of the district in which the child resides shall exempt from the requirement of attendance upon a regular public day school every child of compulsory school age whose physical or mental condition prevents or renders inadvisable attendance at school or application to study.

KRS 159.040 - Attendance at private and parochial schools

Attendance at private and parochial schools shall be kept by the authorities of such schools in a register provided by the state board for elementary and secondary education.

KRS 159.080 - Director of pupil personnel; appointment; qualifications

(1) Each board of education shall, upon the nomination and recommendation of the superintendent, appoint a director of pupil personnel and such assistants as are deemed necessary. Salaries of directors and assistants shall be fixed by the board of education.

(2) Directors of pupil personnel and assistants shall have the general qualifications of teachers and, in addition, shall hold a valid certificate issued in accordance with the rules and regulations of the state board for elementary and secondary education. Certificates valid on January 1, 1956, for attendance officer shall hereafter be valid for the positions of director of pupil personnel. Such certificates shall be reissued or renewed in accordance with the terms of the state board regulations applying at the date of issue.

KRS 159.160 - Teachers' reports to superintendent

The principal or teacher in charge of any public or parochial school shall report to the superintendent of schools of the district in which the school is situated the names, ages and places of residence of all pupils in attendance at his school.

KRS 159.180 - Parents responsible for children's violations

Every parent, guardian or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child.

KRS 159.190 - Truant schools

REPEALED

KRS 160.290 - School Board

(1) Each board of education shall have general control and management of the public schools in its district and may establish such schools and provide for such courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the rules and regulations of the state board for elementary and secondary education.

(2) Each board shall make and adopt, and may amend or repeal, rules, regulations and bylaws for its meetings and proceedings for the government, regulation and management of the public schools and school property of the district, for the transaction of its business, and for the qualification and employment of teachers and the conduct of pupils.

KRS 160.293 - Agreement with public agency for development and maintenance on school property of recreational facilities for school and community purposes

Any statute to the contrary notwithstanding, upon the recommendation of the superintendent of public instruction, the state board for elementary and secondary education may adopt regulations authorizing a local board of education to enter into an agreement with a public agency for the purpose of developing and maintaining on school property recreational facilities for school and community purposes in accordance with the following standards:

(1) The property must be used in such a manner and at such times so that there will be no interference with school activities.

(2) The control and management of this property shall be in accordance with regulations adopted hereunder by the state board for elementary and secondary education.

(3) All agreements must have the prior approval of the superintendent of public instruction and the attorney general.

(4) Any agreement executed herein shall not be considered an indebtedness within the meaning of sections 157 and 158 of the state Constitution.

KRS 160.380 - School employees

All appointments, promotions and transfers of principals, supervisors, teachers and other public school employees shall be made only upon the recommendation of the superintendent of schools, subject to the approval of the board.

KRS 160.476 - School building fund; tax for; other resources; investment; expenditure; audit

(1) The board of education of any district may, in addition to other taxes for school purposes, levy not less than four cents (4¢) nor more than twenty cents (20¢) on each one hundred dollars ($100) valuation of property subject to local taxation, to provide a special fund for the purchase of sites for school buildings and physical education and athletic facilities, for the erection and complete

equipping of school buildings and physical education and athletic facilities, and for the major alteration, enlargement and complete equipping of existing buildings and physical education and athletic facilities, provided, however, that such tax shall come within the maximum school tax levy provided by KRS 160.470. In addition to or in lieu of this special tax, any board of education may pay into this special fund at the close of any fiscal year the proceeds from the sale of land or property no longer needed for school purposes and all or any balances remaining in the general fund over and above the amount necessary for discharging obligations for the fiscal year in full.

(2) The special fund provided for herein shall be kept in a separate account designated as "school building fund." The fund shall be kept in a depository selected by the board of education, or invested in bonds of the United States, of this state, or county or municipality in this state, provided, however, that such investments shall be approved by the state board for elementary and secondary education.

(3) All expenditures from such fund shall be made solely for the purposes enumerated herein and shall be made in accordance with the school laws of the state at such times as the board of education determines. The board of education shall cause to be made annually an audit of the building fund by a certified public accountant or by an accountant approved by the state department of education.

(4) Notwithstanding the provisions of any other subsection of this section to the contrary, for the 1966 tax year and for all subsequent years no district board of education shall levy a tax at a rate under the provisions of this section which exceeds the compensating tax rate as defined in KRS 132.010. The superintendent of public instruction shall certify the compensating tax rate to the district board of education.

KRS 161.020 - Certificates

(1) No person shall be eligible to hold a position for which certificates may be issued, or receive salary unless he holds a certificate of legal qualifications for such position.

(2) No person shall enter upon the duties of a position requiring certification qualifications until his certificate has been filed.

(3) The validity and terms for the renewal of any certificate shall be determined by the laws and regulations in effect at the time the certificate was issued.

KRS 161.044 - Para-professionals

(1) The state board for elementary and secondary education shall establish regulations governing the qualifications and the utilization of adult para-professional personnel and adult volunteer personnel in the common schools.

(2) Such personnel have the same legal status and protection as a certified teacher in the performance of the same or similar duties.

(3) Within the provisions established by the state board for elementary and secondary education, local boards of education may utilize adult volunteer personnel in supplementary instructional and non-instructional activities with pupils under the direction and supervision of the professional administrative and teaching staff.

KRS 161.170 - Teachers to enforce course of study and use of books; removal for failure

Each teacher in the public schools shall enforce the course of study,

the use of the legally authorized textbooks, and the rules and regulations prescribed for the schools.

KRS 161.180 - Supervision of pupils' conduct

(1) Each teacher and administrator in the public schools shall in accordance with the rules, regulations and bylaws of the board of education hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities.

(2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher's aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including, but not limited to, recreational activities and athletic events relating to the supervision and control of the conduct of the pupils; and while so engaged; shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

KRS 161.210 - Records & reports

(1) Each teacher or other person in the public schools shall make reports and inventories to the district superintendent.

(2) No teacher shall willfully make a false monthly or term report of time taught.

KRS 162.010 - Title to school property

The title to all property owned by a school district is vested in the Commonwealth for the benefit of the district board of education. In the acquisition of land for school purposes, whether by purchase or condemnation, or otherwise, the title obtained shall be in fee simple, except that title to land received from the federal government or any agency thereof can be received in other than fee simple with the approval of the attorney general of the Commonwealth. Any reversionary interest in any land held by boards of education on June 14, 1934 shall not deprive such boards of the ownership of the buildings or other improvements thereon.

KRS 162.060 - Plans for school buildings to be approved

The superintendent of public instruction shall be furnished a copy of all plans and specifications for new public school buildings contemplated by boards of education and for all additions to or alterations of old buildings. He shall examine or cause to be examined all such plans and specifications and shall approve or disapprove them in accordance with the rules and regulations of the state board for elementary and secondary education. Plan reviews for conformance with the uniform state building code shall be conducted only by the department of housing, buildings and construction. No board of education may award a contract for the erection of a new building or contract for an addition to or alteration of an old building until the plan has been approved by the superintendent of public instruction.

KRS 162.070 - Contracts for buildings, improvements and materials to be let on competitive bidding; when advertisements not required

The contracts for the erection of new school buildings, additions

and repairs to old buildings, except additions or repairs not exceeding five thousand dollars ($5,000), shall be made by the board of education to the lowest and best responsible bidder complying with the terms of the letting, after advertisement for competitive bids pursuant to KRS Chapter 424, but the board may reject any or all bids. All necessary specifications and drawings shall be prepared for all such work. The board shall advertise for bids on all supplies and equipment that it desires to purchase, except where the amount of the purchase does not exceed five thousand dollars ($5,000), and shall accept the bid of the lowest and best bidder, but the board may reject any and all bids.

KRS 162.160 - Plans and specifications for buildings; board of education must offer to lease building before construction contract is made

(1) When any city desires to construct a school building, under the provisions of KRS 162.150, the governing body of the city shall, by ordinance, cause plans and specifications for the building to be duly made and filed in the office of the city clerk. The plans and specifications shall give a full description of the building to be constructed, the details thereof and the manner of construction. The plans and specifications shall be prepared by an architect selected by the city and approved by the board of education of the school district, and shall be submitted to the board of education of the school district and to the superintendent of public instruction for approval.

(2) If the plans and specifications are approved, and if the board of education of the school district offers to lease the building under a lease of the kind provided in KRS 162.140, the city governing body shall cause the city clerk to advertise for bids, and thereafter the city governing body, through the mayor or chairman of the board of trustees, may contract for the construction of the building.

KRS 322.360 - Public work under unlicensed engineer prohibited

(1) Neither the state nor any of its political subdivisions shall engage in the construction of any public work involving engineering, unless the plans, specifications and estimates have been prepared and the construction executed under the direct supervision of a licensed engineer or a licensed architect.

(2) Subsection (1) of this section shall not apply to any public work in which the contemplated expenditure for the completed project does not exceed two thousand dollars, to the maintenance or repair of an existing state or county highway or to the construction, maintenance or repair of any capital construction project undertaken pursuant to KRS 56.491 the total cost of completion of which the executive department for finance and administration has determined will not exceed $25,000.

701 KAR 1:010 - State plan for career education

A state plan for the administration of Career Education is necessary in order to implement the provisions of KRS 158.505 through 158.550.

Section 1. Pursuant to the authority vested in the State Board of Education by KRS 156.070 and 156.160, the Career Education State Plan dated March, 1977 is presented herewith for filing with the Legislative Research Commission, and incorporated by reference.

702 KAR 1:020 - Length of employment

To provide approved employment under the minimum foundation program beyond the regular school term for administrative and special instructional service units, supervisors of instruction units, director of pupil personnel units, and vocational units and superintendent units.

Section 1. School districts shall be allotted teachers' salaries for more than 9.25 months by the minimum foundation program for classroom units listed below. Allotments shall be limited to the lesser of:

(1) The number of months employed in the position;
(2) Maximum months under this regulation; or
(3) The months approved under a program for lengthened employment.

Section 2. The following positions shall be allotted a maximum of 2.75 months extended employment:

(1) Superintendent;
(2) Assistant Superintendents;
(3) Finance officer and school business administrator;
(4) Principal who administers a school with twenty-five (25) or more full-time equivalent teachers under his supervision;
(5) Supervisors of instruction;
(6) Directors of pupil personnel in districts with 1,350 or more in average daily attendance for the end of the previous school year in grades 1 through 12;
(7) Local director of vocational education;
(8) Teachers of vocational education in:
    (a) Agribusiness;
    (b) Business and office;
    (c) Marketing and distributive education;
    (d) Health and personal services;
    (e) Home economics;
    (f) Public service;
    (g) Special vocational programs;
    (h) Industrial education level III.

Section 3. The following position shall be allotted a maximum of two months extended employment: principal who administers a school with from 12.0 to 24.9 full-time equivalent teachers under his supervision.

Section 4. The following positions shall be allotted a maximum of 1.25 months extended employment:

(1) Assistant principal assigned to a school with 25.0 or more full-time equivalent teachers;
(2) Full-time guidance counselors.

Section 5. The following positions shall be allotted a maximum of one (1) month extended employment:

(1) Full-time school media librarians and school media specialist.

(2) Principal who administers a school with from 8.0 to 11.9 full-time equivalent teachers under his supervision;

(3) Directors of pupil personnel in districts with fewer than 1,350 in average daily attendance for the end of the previous school year in grades 1 through 12.

Section 6. A program plan for lengthened employment for all positions listed in this regulation with the exception of superintendent, assistant superintendent, finance officer, school business administrator, and director of pupil personnel shall be submitted annually to the Superintendent of Public Instruction for approval.

702 KAR 1:040 - Procedure for suspending certificate after breach of contract.

To provide procedures by which the Superintendent of Public Instruction may suspend the certificate of a certified person because of a breach of contract for personal services.

Section 1. When a local school district desires redress as provided in KRS 161.780, the board of education shall submit by registered mail a written complaint to the Superintendent of Public Instruction, with a copy of such complaint to the certified person affected, requesting the suspension of the certificate held by the certified person in question and setting forth the facts of the case. The complaint shall be accompanied by a true copy of the contract which was signed by the certified person in question and an extract from the minutes of the local board of education showing the action of employment of the certified person.

Section 2. Upon receipt of the request for certificate suspension, the Superintendent of Public Instruction shall notify the certified person by certified mail of the complaint and give the certified person an opportunity to request a hearing in which the certified person may show cause why the certificate should not be suspended. In the event the certified person desires such a hearing, the Superintendent of Public Instruction shall be so notified within fifteen (15) days of the date of the notification to the certified person.

Section 3. Upon the request of a certified person for a hearing upon the complaint of a local board of education, the Superintendent of Public Instruction will convene a hearing in his offices in Frankfort for the purpose of investigating all facts surrounding the written complaint. Within ten (10) days following the hearing, he will submit to both the certified person and the local board of education his findings and final action regarding the complaint.

702 KAR 1:060 - Waiver and suspension of regulations

To provide for waiver and/or temporary suspension of State Board regulations during experimental programs or unusual circumstances.

Section 1. The Kentucky State Board of Education upon recommendation of the Superintendent of Public Instruction, by majority vote, at any regular or special meeting, may waive any regulation previously adopted when unusual circumstances occur or experimental programs are initiated, and the board determines such waiver or suspension is in the best interest of the public schools of the Commonwealth.

Section 2. The effective date and duration of such waiver or suspension shall be determined in each instance when a waiver or suspension occurs.

702 KAR 2:050 - Donee requirements on use and disposal of federal excess property.

Outlines requirements for use and disposal of federal excess property.

Section 1. Use and disposal shall be in accordance with federal laws and regulations covering the individual program and/or 702 KAR 2:040.

702 KAR 3:040 - Check issuing policy

To provide local boards of education some uniformity in a policy of issuing checks.

Section 1. The local board of education shall submit to the Superintendent of Public Instruction prior to July 1 each year, or before issuing any check, a copy of the minutes stating its local policy for issuing checks:

(1) The treasurer shall receive Department of Education Form F-40, properly executed including signatures of the chairman and the secretary of the board before issuing checks.

(2) Authorized payments made between local board meetings shall be limited: to contract salaries, to take advantage of discounts, to prevent penalties and disruption of services, and shall be specified in the board's policy statement approved by the Superintendent of Public Instruction.

(3) The board of education shall give subsequent approval to all disbursements made in accordance with their approved policy between meetings of the board.

702 KAR 3:050 - Application to exceed budget

To provide a safeguard against deficit spending by local boards of education.

Section 1. The Superintendent of Public Instruction shall determine on the basis of evidence submitted to an application provided by the Division of Local School District Finance to exceed the current budget of a local board of education whether or not an emergency exists within the meaning of KRS 160.550. The Superintendent of Public Instruction shall examine carefully all facts pertaining to the claimed emergency and take such action as he deems appropriate, including the authority to declare an emergency in those cases where the health and safety of the pupils of the school district are placed in jeopardy or the school program disrupted.

Section 2. Any application to exceed the current budget filed under this regulation, as well as any emergency declared by the Superintendent of Public Instruction, shall be submitted to the State Board for Elementary and Secondary Education for a final decision.

702 KAR 3:060 - Teachers' salaries payment plan

To establish regulations relative to payment of teachers.

Section 1. A board of education may require a teacher to present reports of attendance and other necessary reports before the salary check is

delivered. A board of education may adopt a policy whereby salaries may be made payable for a period in excess of the number of months for which the school is operated, not exceeding twelve months.

Section 2. A board of education shall adopt one of the following plans if a policy is approved for payment of teachers' salaries other than on the basis of months of service:

(1) The board of education shall write all deferred salary checks on or before June 30 of the current fiscal year. These deferred checks shall then be delivered at the regular pay periods in July and August of the following fiscal year.

(2) The board of education shall set up a payroll account into which will be transferred on the order of the board of education on or before June 30, the gross amount for salaries earned by teachers but not paid. The amounts transferred into this payroll account shall be held for the payment of deferred teachers' salaries and shall not be used for any other purpose. Payment of salaries from this fund are to be at the regular pay periods in July and August of the following fiscal year.

702 KAR 3:070 - Teachers' salary scheduling

To define teaching experience allowable in Foundation Program salary claculations and to define extra service pay.

Section 1. Each board of education shall adopt and submit for the approval of the State Board of Education a single salary schedule as defined in KRS 157.320.

Section 2. For the purpose of calculating the salary allotment of each school district, experience for all professional personnel shall be defined as follows:

(1) Professional personnel shall have taught or rendered professional service under contract for a complete school year or a minimum of 140 days during a school term in a public or non-public elementary or secondary school or college or university that is approved by the public accrediting authority in the state in which the professional experience was rendered. In no case shall more than one year of experience be credited for professional experience during a given school year.

(2) Experience credit shall not be taken into consideration in calculating the salary allotment for a Foundation Program unit under the following circumstances:

(a) Substitute teaching;

(b) Teaching for less than a half day;

(c) Nursery schools.

(3) School psychologist, school social worker, school business administrator and other professional personnel shall have rendered professional service in their present profession and in the employment of a federal, state or local agency. Professional personnel shall have been employed by these agencies for a complete year or a minimum of 190 days during a calendar year. In no case shall more than one year of experience be credited for professional experience during a calendar year.

(4) It will be the responsibility of the local board of education to validate all experience of professional personnel employed in the school district.

(5) Such validation of experience shall be on file in the office of the superintendent.

(6) Units granted to a public school district by the Bureau of Vocational Education for contracted services in an area vocational school or an area vocational school extension center will be calculated on the basis of Rank III with four to nine years of experience.

(7) Professional personnel leaving employment of a local board of education after June 16, 1966, shall be granted experience credit when calculating the Foundation Program salary allotment when the employee's career was interrupted to perform military duty, voluntarily or involuntarily, and who has been relieved from such duty under conditions other than dishonorable.

Section 3. Each local board of education may allow increments in pay to members of its professional staff who render services beyond those normally expected of other professional members of the staff when these duties rendered extend beyond the regular school day.

Section 4. Expenditures for increments for extra duties classified as extra service shall be paid from local revenue or funds other than the allotment for instructional salaries in Foundation Program calculations and shall not be counted toward meeting the requirement of KRS 157.420.

702 KAR 3:075 - Substitute teachers' salary scheduling

To establish a pay schedule for substitute teaching.

Section 1. Local boards of education shall submit annually to the Division of Finance a per diem pay schedule for substitute teaching. Such pay schedule shall take into consideration the following:

(1) Substitute teachers shall be paid on a single salary schedule based on training and experience.

(2) Substitute teachers shall be ranked in accordance with Foundation Program requirements as outlined in KRS 157.390.

(3) Local boards of education shall adopt a pay schedule for substitute teaching which may be the same, higher, or lower than the rate of pay for a regular full-time teacher.

702 KAR 3:120 - Uniform school financial accounting system

To provide a uniform system of financial accounting for boards of education.

Section 1. Local boards of education shall follow the uniform financial accounting system detailed in "Official Manual of Instruction for the Kentucky Uniform School Financial Accounting System," Bureau of Administration and Finance for Local School Systems, July 1, 1978, approved by the Superintendent of Public Instruction, a copy of which is made a part of this regulation, filed by reference, and may be obtained from the Superintendent of Public Instruction.

Section 2. A close estimate or working budget shall be required annually of each board of education. The form of this document will conform to the uniform financial accounting system provided.

Section 3. As occasions will demand, certain local boards of education may be permitted, upon approval of the Superintendent of Public Instruction, to deviate from the "Official Manual of Instruction for the Kentucky Uniform School Financial Accounting System," Bureau of Administration and Finance for Local School Systems, July 1, 1978, in general use in order to experiment or to serve as pilot systems from time to time.

Section 4. All the financial records of the local board of education shall be prepared and filed in either the office of the superintendent or in offices adjacent to the superintendent's office.

702 KAR 3:170 - Educational television equipment purchases

To establish terms and means by which the school districts may purchase educational television receivers, stands, and related equipment cooperatively.

Section 1. The Division of Pupil Transportation, State Department of Education, shall prepare Kentucky minimum specifications for educational television receivers and stands for approval by the State Board of Education and shall keep said specifications up to date by revision whenever experience, manufacturing techniques, and product improvement indicate that revision and updating is necessary.

Section 2. The State Board of Education for Elementary and Secondary Education shall approve the Kentucky minimum specifications for educational television receivers and stands as a separate document. Copies of this document containing the detailed specifications for educational television receivers and stands shall be kept on file in the Division of Pupil Transportation, State Department of Education, Frankfort, Kentucky. This document shall be made available in reasonable numbers to those persons and business firms that have need for same.

Section 3. All manufacturers, their agents or representatives that propose to sell educational television receivers and stands to the school districts of the Commonwealth of Kentucky shall provide the Division of Pupil Transportation current detailed specifications, test results, certifications, and advertising brochures on the television receivers and stands that they propose to offer for sale as meeting the current Kentucky minimum specifications for educational television receivers and stands.

Section 4. The Director of the Division of Pupil Transportation shall have the authority for approval of the types, makes, and models of educational television receivers and stands that meet the Kentucky minimum specifications for educational television sets and stands. Said director shall have the authority for approvals of "as equals," and shall have the authority to waiver minor formalities.

Section 5. The Division of Pupil Transportation shall prepare, at least annually, a list of those educational television receivers and stands that are approved as meeting the current Kentucky minimum specifications for educational television receivers and stands. Said lists shall be made available in reasonable numbers to those persons or business firms that have need of same.

702 KAR 4:010 - Construction project application

To provide information necessary for implementation of proposed school facility construction of the highest identified priority.

Section 1. A local board of education shall submit for approval by the Superintendent of Public Instruction, applications on forms provided by the State Board for Elementary and Secondary Education for proposed school construction projects. An application for each project containing the applicable information shall be submitted by the local district and a decision made by the Superintendent of Public Instruction within sixty days. An application must be submitted for any project which used foundation program capital outlay funds. An application shall be submitted for a new building, addition, or alteration of an existing building regardless of the source of funds used.

702 KAR 5:010 - Responsibilities of division

To establish guidelines and procedures whereby the Division of

of Pupil Transportation will be enabled and empowered to offer direct assistance to the school districts in these areas: service to the pupils, school bus safety, and economy of operation.

Section 1. The Division of Pupil Transportation shall make the calculations for pupil transportation allotment purposes under the Minimum Foundation Program that are necessary to determine the calculated pupil transportation program cost for each district that provides transportation for its pupils.

Section 2. The Division of Pupil Transportation shall be responsible for the development of basic school bus driver training programs that can be used by division personnel and local district personnel for pre-employment and in-service training.

Section 3. The Division of Pupil Transportation personnel shall have the authority at any time to make a safety inspection of any and all school buses and special type vehicles either owned by the board or contracted to the board that are being used to transport pupils to and from school, held in reserve as substitutes for this purpose, or are being proposed for this purpose. If any of these school buses or special type vehicles are found to be in an unsafe condition, personnel of the Division of Pupil Transportation shall have the authority to prohibit their further use for the transportation of pupils until the conditions causing them to be unsafe shall have been corrected.

Section 4. The Division of Pupil Transportation personnel shall have the authority to prohibit the use of school buses and/or special type vehicles used for the transportation of pupils to and from school that have been purchased by boards of education or school bus contractors that were originally manufactured to the specifications of a state other than Kentucky until such school buses shall have been approved by said Division of Pupil Transportation personnel as meeting the minimum safety standards for Kentucky school buses of the same model year.

Section 5. The Division of Pupil Transportation shall have the authority to make a district pupil transportation system survey in any school district that provides transportation for its pupils, or that is planning to provide transportation for its pupils.

Section 6. The Division of Pupil Transportation shall have the authority to require the superintendent of a school district to prepare or cause to be prepared: pupil transportation maps, bus route descriptions, and reports necessary for calculating the district's entitlement under the Minimum Foundation Program and for the purposes of the Division of Pupil Transportation in making a pupil transportation system survey for the district.

702 KAR 5:020 - Program cost calculation

To set out the method and steps for completion of the calculation of the districts' pupil transportation program cost in order to determine the amount of pupil transportation reimbursement that each district is to receive under the Minimum Foundation Program.

Section 1. A county district's net transported pupil density shall be determined by dividing the district's net ADA for pupils transported one mile or more to school by the number of square miles in this district's primarily served area.

Section 2. The net ADA for this district's pupils transported one mile or more to school shall be determined from the superintendent's Annual Statistical Report for the district.

Section 3. The number of square miles in the primarily served area of the district shall be determined by deducting from the total square mile area of the county, the square mile area of any independent districts located within the county, and by deducting the square mile area of any portions of the district located more than one mile from one of the district's pupil transportation vehicle routes.

Section 4. A county district's gross transported pupil density shall be used in constructing a graph required by KRS 157.370. This density shall be determined by dividing the district's gross ADA for all pupils transported as shown on the superintendent's Annual Statistical Report for the district by the number of square miles in the district's primarily served area.

Section 5. An independent district's net transported pupil density shall be determined by dividing the district's net ADA for pupils transported one mile or more to school by the number of square miles in this district's primarily served area.

Section 6. The net ADA for this district's pupils transported one mile or more shall be determined from the superintendent's Annual Statistical Report for the district.

Section 7. The number of square miles in the primarily served area of the district shall be determined by deducting from the total square mile area of the district, the square mile area of any portions of the district that are located more than one mile from one of the district's pupil transportation vehicle routes.

Section 8. An independent district's gross transported pupil density shall be used in constructing the graph required by KRS 157.370. This density shall be determined by dividing the district's gross ADA for all pupils transported as shown on the superintendent's Annual Statistical Report for the district by the number of square miles in the district's primarily served area.

Section 9. In calculating the amount to be added each year to the district's pupil transportation program cost for pupil transportation vehicle depreciation, only those wholly district-owned vehicles shown on the district's pupil transportation vehicle inventory for each year as having a rated pupil seating capacity of twelve or more and as being less than nine model years old shall be included. Pupil transportation vehicles used exclusively for activity purposes or that are not properly equipped and maintained in safe and satisfactory condition for the transportation of pupils shall not be included in the district's pupil transportation vehicle depreciation schedule.

Section 10. The rated seating capacity for all vehicles used for pupil transportation shall be determined by using the same amount of seating space per pupil that is used to determine the rated pupil seating capacity of conventional school buses.

Section 11. In calculating the depreciation cost for a completely new pupil transportation vehicle purchased by a district during any school year, the model year of the vehicle chassis shall be considered to be the model year of the vehicle with the exception that, for inventory and calculation purposes by the Division of Pupil Transportation, all pupil transportation vehicles purchased new and shown by the district as having been added to its pupil transportation vehicle inventory during the school year shall be considered to be of the same model year regardless of when said vehicles were delivered during that school year or manufacturer's model year designation. The model year of all said vehicles to be the same as the year shown on the cover of the booklet containing the Kentucky Minimum Specifications for School Buses; Revised, that were in effect during the first half of the school in which said vehicle was added to the district's inventory.

Section 12. The annual depreciation cost for any pupil transportation vehicle shown on the district's annual school transportation vehicle inventory that is within the eight year depreciation schedule shall not be calculated unless said vehicle is maintained by the district in a safe and satisfactory condition for transporting pupils to and from school.

Section 13. The amount to be added each school year to the district's pupil transportation program cost for pupil transportation vehicle depreciation shall be determined by:

(1)(a) Multiplying the number of qualifying vehicles of the same rated pupil seating capacity purchased new in any school year by one-eighth of the bid price of a pupil transportation vehicle of the same rated pupil seating capacity purchased through the State Bid Price Contract Plan in the same school year when an average behicle delivery cost of forty dollars ($40) has been added to said bid price. The annual depreciation amount for each pupil transportation vehicle shall be calculated to the nearest whole dollar.

(b) Starting with the 1971-72 school year transportation cost calculation, a district that purchases a new pupil transportation vehicle during any school year of a rated pupil seating capacity or type that was not purchased by any district through the State Bid Price Contract Plan during the same school year shall furnish the Division of Pupil Transportation with certain qualifying information including the price paid for said vehicle from which said division shall establish a reasonable price to be used for the purpose of calculating the annual depreciation on said vehicles over an eight year period based on the number of seats and other major cost factors.

(c) The amount calculated for the depreciation for all qualifying vehicles on the district's inventory shall be determined in the manner prescribed in subsection (1) of this section. The model year of the vehicle chassis shall determine the number of years that these vehicles remain within the eight year depreciation schedule except where exceptions are shown in other sections of this regulation.

(2) Whenever a district purchases a used pupil transportation vehicle of a model year that would place it within the eight year depreciation schedule and which meets the safety requirements of the Kentucky Minimum Specifications for School Buses; Revised, for the model year in which the vehicle was manufactured, certain qualifying information and the price paid for said vehicle shall be reported to the Division of Pupil Transportation. Depreciation of said vehicle shall be calculated for each school year for which said vehicle remains within the eight year depreciation schedule by adding one-eighth of the price paid for said vehicle to the district's pupil transportation vehicle depreciation schedule. In no case shall this amount exceed the annual amount of depreciation claculated for a vehicle of the same model year and rated pupil seating capacity category that was purchased new through the State Bid Price Contract Plan. For inventory and calculation purposes by the Division of Pupil Transportation, the model year of the older component, either chassis or body, shall be considered to be the model year of the vehicle and shall determine the number of years that said used vehicle remains within the eight year depreciation schedule.

(3) Whenever a district purchases a new school bus chassis and has its district-owned used school bus body installed thereon or purchases a new school bus body and has it installed on its district-owned used school bus chassis, certain qualifying information and the price paid for said new component shall be reported to the Division of Pupil Transportation. For inventory and calculation purposes by the Division of Pupil Transportation, the model year of such vehicle shall be considered to be the model year of the older component, chassis or body, and the depreciation shall be calculated for the number of years the vehicle remains within the eight year depreciation schedule on the same basis as a new vehicle of the same rated pupil seating

capacity purchased through the State Bid Price Contract Plan during that particular model year.

(4) The amounts calculated for pupil transportation vehicle depreciation under subsections (1), (2), and (3) of this section shall be added together or make up the district's annual cost for pupil transportation vehicle depreciation.

Section 14. The final step in the district's tentative cost calculation shall be made by multiplying the district's graph adjusted cost per pupil per day by the aggregate number of days attendance of the district's pupils transported one mile or more to school.

Section 15. The graph adjusted pupil transportation cost per pupil per day shall be determined by applying the district's transported pupil density to the graph as provided in KRS 157.370.

Section 16. The aggregate number of days the district's pupils were transported one mile or more to school shall be determined by multiplying the average daily attendance of these pupils by the number of days the district's schools were in session up to the number required under the foundation program.

Section 17. When the net average daily attendance of foundation transported pupils in any district for the first two months of the current school year is greater than it was for the first two months of the previous school year, the district is eligible to apply for an adjustment for the current year increase.

Section 18. Application for an adjustment increase for a report on the absence of an increase shall be made by each district board prior to December 1 each year.

Section 19. The net average daily attendance of the district's foundation transported pupils computed for the first two months of the previous school year shall be compared with the same two month period of the current school year and the percent of growth determined.

Section 20. The district's tentative formula adjusted cost for pupil transportation shall then be multiplied by the percent of growth to determine the additional cost to be added as a current year increase.

Section 21. The calculated amount for current year increase shall then be added to the district's tentative pupil transportation cost calculation to make up the district's final formula adjusted cost for pupil transportation for the current school year.

Section 22. During the school year in which any independent school district starts to provide pupil transportation when said district's schools open, said district's adjustment for current year growth shall be calculated by multiplying said district's new average daily attendance of foundation transported pupils for the first two months that said district's schools are in session by the average calculated cost per pupil per year for all independent school districts as shown in the pupil transportation tentative cost calculations bulletin dated for that school year. The amount calculated for growth shall be the only pupil transportation program cost considered for Minimum Foundation Program allotment purposes for said district for that school year.

Section 23. During the school year in which any independent school district starts to provide pupil transportation after said district's schools have been in session for two months or more, there shall be no adjustment calculated for current year growth for said district for Minimum Foundation Program allotment purposes for that school year.

Section 24. During any school year following the school year in which any independent school district started to provide pupil transportation that the average dailyattendance for the first two months that said district's schools were in session shows a growth in Foundation Program transported pupils of 100 percent or less, the adjustment for current year growth shall be calculated as provided in Sections 17, 18, 19, 20 and 21 of this regulation. If said district's growth in foundation transported pupils for the first two months shows a growth of more than 100 percent, the adjustment for current year growth shall be

calculated first as provided in Sections 17, 18, 19, 20 and 21 of this regulation; and secondly, by multiplying the net increase in the average daily attendance of foundation transported pupils by the average calculated cost per pupil per year for all independent districts as shown in the Pupil Transportation Tentative Cost Calculation bulletin dated for that school year. The lesser of the two (2) amounts shall then be added to said district's Pupil Transportation Tentative Cost Calculation for Minimum Foundation Program allotment purposes.

702 KAR 5:030 - Superintendents' responsibilities

To provide the district superintendent with the regulations necessary to assist him in administering the district's pupil transportation programs and to provide the maximum consistenly throughout the state.

Section 1. The superintendent shall be responsible for the general supervision of the district's pupil transportation program. The superintendent may designate another employee or other employees of the board to assist in carrying out this responsibility. For the purpose of these regulations, the word "superintendent" shall mean the superintendent of his designate.

Section 2. The superintendent shall require that a safety inspection be made on each school bus owned and operated by the board or contracted to the board at least once each month that the district's schools are in session. This inspection shall be made by a competent person. If upon inspection, a school bus is found to be in unsafe operating condition, the superintendent shall withhold the bus from operation until the required repairs are made. The superintendent shall be responsible for keeping the records of the bus safety inspections on file, and shall be responsible for certifying to the Division of Pupil Transportation at least once each month that each school bus used during that month has received the proper safety inspection.

Section 3. The superintendent shall be responsible for preparing the school bus route maps, school bus inventories, and other reports required by the Division of Pupil Transportation for the purpose of making the pupil transportation cost calculation for the Minimum Foundation Program.

Section 4. The superintendent shall be responsible for making reports on a monthly basis to the Division of Pupil Transportation on all school bus accidents that happened to the district's buses during the month.

Section 5. The superintendent shall be responsible for providing the necessary or required school bus driver training before a school bus driver shall enter into the duties of transporting pupils to and from school. This training shall at least include over-the-road training in actual operation of the bus, familiarization with the assigned bus route, and primary instruction concerning the Kentucky Revised Statutes, State Board of Education regulations, and local district policies that pertain to pupil transportation. Evidence that the driver has received this training shall be kept on file in the office of the superintendent.

702 KAR 5:040 - District board's responsibilities

To assist district boards of education in meeting their necessary obligations in the operation of the district's school buses.

Section 1. The board shall be responsible for the safe operation of the district's pupil transportation system.

Section 2. The board shall provide the driver of each board-owned school bus and special type vehicle with a written contract each school year in which the terms of employment are clearly defined.

Section 3. The board shall provide the owner of any school bus or special type vehicle that is contracted to the board for the transportation of the district's pupils to and from school with a written contract each school year in which the responsibilities of the contractor are clearly defined.

Section 4. The board shall require the owner of any school bus or special type vehicle contracted to the board to provide a performance bond each school year in the amount that the board deems necessary.

Section 5. The board shall make provision for the mechanical maintenance of the district' school buses and shall maintain these buses in safe operating condition.

Section 6. In route planning and purchasing or contracting for school buses, the board shall work toward providing the pupil transportation vehicles necessary to keep the number of pupils required to be transported by any one vehicle at one time within reasonable proximity of the seating capability of the vehicle.

Section 7. The board shall be responsible for the removal of all the district identification from all places where it appears on a board-owned school bus before title to the school bus is transferred to another party. All contracts issued by the board to a school bus contractor shall contain a clause requiring the school bus contractor to remove all district identification lettering from the school bus when it is no longer under contract to the board.

Section 8. Before the board transfers title to a school bus to another party other than a Kentucky school district, the board shall be responsible for making the stop signal arm and the red flashing warning lights inoperable by disconnection or removal.

Section 9. The board shall be responsible for the development of a plan whereby all pupils that ride the school buses will receive instruction in school bus pupil safety each school year. The board shall also provide for practice in the emergency evacuation of each school bus under school supervision at least semi-annually, once during each half of the school year.

Section 10. Any radio, tape, or communication system that the board shall permit to be installed on the school bus shall be under the control of the bus driver. The board shall not permit a radio, tape, or communication system to be operated on the school bus that is not under the direct control of the bus driver.

Section 11. The board shall designate the physician or physicians that shall perform the physical examination required for all school bus drivers. The board shall keep a current physical examination record or physical fitness certificate for each school bus driver on file.

702 KAR 5:050 - Supervision and discipline of pupils

To provide guidelines and assist boards of education in providing the supervision and discipline essential to the safe operation of the school buses.

Section 1. The principal or the person or persons designated by the board of education shall be responsible for the organization and operation of a system of adequate supervision of the pupils as they unload from the school buses and load onto the school buses at the school.

Section 2. The principal or the person or persons designated by the board of education shall be responsible for the discipline of the pupils that ride the school buses to and from school and shall assist the school bus driver with discipline problems that arise on the bus when the school bus driver shall have made the proper report on the discipline problem either in person or in writing.

Section 3. Should a pupil create a serious safety or discipline problem on the school bus or persist in creating discipline problems on the school bus after having been reported by the school bus driver to the principal or to the person or persons designated by the board of education and warned or disciplined, the principal or the person or persons designated by the board of education shall forbid the pupil to ride the school bus until written permission for the pupil to again ride the school bus has been given to the school bus driver by the person or persons designated by the board of education to grant such permission.

Section 4. The principal or the person or persons designated by the board of education may cause a list to be made of the names and addresses of the pupils in each of the district's schools that are served by school buses that are assigned to ride each particular school bus on each particular trip, and may keep these lists current. A copy of the list of pupils that are assigned to ride a particular school bus on a particular trip may be provided for the school bus driver to keep in a secure place on the school bus to use for pupil identification purposes and for use in case of an emergency of disaster.

702 KAR 5:060 - Buses; specifications and purchases

To establish guidelines and procedures for the cooperative purchase of school buses by Kentucky's school districts.

Section 1. The Division of Pupil Transportation, Department of Education, shall prepare Kentucky minimum specifications for school buses for approval by the State Board of Education and shall keep said specifications up-to-date by revision whenever experience, model changes, manufacturing techniques, and product improvement indicate that revision and up-dating is necessary.

Section 2. The State Board of Education shall approve the Kentucky Minimum Specifications for School Buses, Revised as a separate document. Copies of this document containing the detailed specifications for the separate parts of new school buses and the specifications that pertain to used school buses shall be kept on file in the Division of Pupil Transportation, Department of Education. This document shall be made available in reasonable numbers to those persons or firms that have need for same.

Section 3. All manufacturers, their agents or representatives that propose to sell new school bus chassis, school bus bodies, and complete school buses to be used in the Commonwealth of Kentucky for the transportation of pupils to and from school and for related uses shall file detailed specifications, test results, certifications, and advertising brochures on these chassis, bodies, and complete buses with the Division of Pupil Transportation, Department of Education, Frankfort, Kentucky. These shall be filed at least annually at a time and in the manner prescribed. Said manufacturers, their agents or representatives shall keep these files up-to-date following model changes or modifications made between filing dates.

Section 4. The Division of Pupil Transportation shall prepare at least annually a list of those school bus chassis, school bus bodies, complete school buses, and optional equipment that has been approved as meeting the Kentucky Minimum Specifications for School Buses currently in effect. Said lists shall be made available in reasonable numbers to those persons or firms that have need for same.

Section 5. Any new school bus chassis, new school bus body, or complete new school bus purchased by any district board of education, individual, company or corporation for use in transporting pupils to and from school and for related purposes shall meet the Kentucky Minimum Specifications for School Buses;

Revised that were in effect on the date or purchase. Same shall not be used for the above stated purposes until it shall have been approved by the Division of Pupil Transportation as meeting these requirements.

Section 6. Any used school bus chassis, used school bus body, or complete used school bus purchased by any district board of education, individual, company or corporation for use in transporting pupils to and from school and for related uses shall not be used for said purposes until it shall have been approved by the Division of Pupil Transportation as meeting the Kentucky Minimum Specifications for School Buses in effect on the date of its original purchase, and as meeting the used school bus mandatory safety equipment requirements in effect on the date same was purchased in used condition.

Section 7. The Director of the Division of Pupil Transportation shall have the authority to approve non-specified school bus accessories to be installed on Kentucky's school buses at the time the bus is being manufactured or while in use.

702 KAR 5:070 - Liability insurance for buses

To establish guidelines and requirements relating to the district's responsibility for school bus liability insurance.

Section 1. Each district board of education that owns and operates any or all the school buses that transport the district's pupils to and from school shall purchase liability or indemnity insurance for these school buses. The coverage limits shall be at least the minimum amounts recommended by the Division of Pupil Transportation.

Section 2. When some or all of the district's pupils are transported on school buses or other vehicles contracted to the board, the board shall enter into an agreement with the contractor whereby liability or indemnity insurance for these vehicles may be secured at fleet rates. The insurance coverage limits on the contract vehicles shall be at least the minimum amounts recommended by the Division of Pupil Transportation.

Section 3. The Kentucky Standard School Bus Endorsement, adopted by the State Board of Education and furnished by the Superintendent of Public Instruction to insurers that have been awarded school bus insurance coverage, shall be attached to and become part of the school bus insurance contract after having been signed by an official of the insuring company having the proper corporate authority to sign this type document.

702 KAR 5:080 - Bus drivers' qualifications; responsibilities

To set out the qualifications and responsibilities of the school bus driver in order to assist in carrying out the responsibilities of this important function in pupil transportation.

Section 1. No person shall drive a school bus who does not possess both of these natural body parts: fett, legs, hands, arms, eyes, and ears. The driver shall have normal use of the above named body parts. Eyes may be corrected to normal by the use of eyeglasses. The driver shall not have any physical or mental handicap that would affect the driver's ability to operate the school bus in a safe manner.

Section 2. The driver of any school bus, whether board owner or contractor owned, shall satisfactorily pass at least an annual physical examination by a physician or physicians designated by the district board of education. The board, at its discretion, may require a school bus driver to pass a routine physical examination or a special type physical examination more often than annually. The school bus driver shall have a current physical fitness certificate on file in the district superintendent's office.

Section 3. Drivers of school busses shall be between eighteen and sixty-five years of age. A driver shall not start driving a school bus until the eighteenth birthday. A driver whose sixty-fifth birthday occurs during the second half of the school year may continue to drive to the end of the school year.

Section 4. The school bus driver shall have a current driver's license that is valid in Kentucky.

Section 5. Substitute school bus drivers shall meet the same requirements as regular school bus drivers.

Section 6. In case of an emergency that would make it necessary for the driver to leave the bus while pupils are on board, the driver shall stop the motor, shift the bus to a low gear, set the parking brake, remove the ignition key, and place one of the older responsible pupils in charge during the driver's absence.

Section 7. The driver shall operate the school bus at all times in a manner that provides the maximum amount of safety and comfort for the pupils under the circumstances.

Section 8. The driver shall supervise the seating of the pupils on the bus. The driver shall make certain the seating capability of the bus has been fully tuilized before any pupil is permitted to stand in the bus aisle.

Section 9. The driver shall not, at any time, permit pupils to stand in the stepwell or landing area or where the pupil would likely fall out of the bus if the rear emergency door was opened, or where the driver's view directly in front of the bus or to either side of the front of the bus would be obscured.

Section 10. The driver shall report to the superintendent any overcrowded conditions on the bus.

Section 11. The driver shall transport only those pupils officially assigned to a particu'ar bus trip unless an unassigned pupil presents the driver with a written permit to ride the bus trip that has been signed by the school principal or his designate. The driver shall not permit an assigned pupil to leave the bus at a stop other than where the pupil regularly leaves the bus unless a written permit signed by the school principal or his designate is presented to the driver.

Section 12. The driver shall not transport adult employees of the board or any person not employed by the board unless he receives written permission of the district superintendent to do so.

Section 13. The driver shall not permit any firearms or weapons, either operative or ceremonial, to be transported on the bus. The driver shall not permit any fireworks of any type to be transported.

Section 14. The driver shall not permit any live animals, fowls, or reptiles to be transported on the bus. The driver shall not permit any preserved specimen to be transported that would likely frighten any pupil or cause commotion on the bus.

Section 15. The driver shall not permit the transportation of any object that would likely block the bus aisle or exits in case of a collision.

Section 16. The driver shall not permit a pupil to operate the entrance door handle or any other bus control except in case of an emergency.

Section 17. The driver shall not open the entrance door to permit pupils to enter the bus or leave the bus until both following and meeting traffic has stopped as required by law.

Section 18. The driver shall signal pupils that must cross the roadway to board the bus or when leaving the bus when in appears to be safe for the pupils to cross the road.

Section 19. The driver shall activate the flashing stop warning lights and/or the stop signal arm a sufficient district from a bus stop that would permit any prudent motorist to stop short of striking or passing the stopped bus.

Section 20. For safety reasons, the driver shall not permit gasoline to be put into the bus gasoline tank while pupils are on board the bus.

Section 21. If a pupil's conduct on the bus is such that it endangers the lives and morals of the other people on the bus and makes it unsafe for the bus to continue on its route, and when requested by the driver to desist from such conduct and the pupil does not comply, it shall be the duty of the driver to order the pupil to leave the bus, and if this order is refused to eject the pupil from the bus or send for assistance whichever the circumstances dictate. Ejecting a pupil from the bus shall be done only in the most extreme circumstances. When ejection from the bus is required, the driver shall notify the principal of the school where the pupil attends, the district superintendent or some other school authority of the action taken as soon as it is possible to do so.

Section 22. In interest of safety, the driver shall stop the bus at all places where the roadway crosses a railroad track or tracks at grade level. The driver shall open the bus entrance door, listen, and look for the approach of a train from both directions. When the driver has ascertained that it is safe for the bus to cross the railroad tracks, he shall close the bus entrance door, shift the bus gears into the range that will provide adequate power and proceed immendately to cross the railroad tracks. In cases of severe weather or restricted visibility, the driver shall request assistance from the oldest pupils on the bus in determining whether or not it is safe for the bus to cross the railroad tracks. Under these circumstances, the stop signal arm and flashing warning lights shall be used only if these pupils get off the bus before it is drives across the tracks and board the bus after it has crossed the tracks.

Section 23. The driver shall have the authority to assign a pupil to a specific seat on the school bus.

Section 24. The driver shall make a pre-trip inspection of the bus safety and operating equipment each time that the bus is taken out for the transportation of pupils.

Section 25. The school bus driver shall not operate the school bus at a speed in excess of the current posted truck speed on the sections of highways over which the bus travels, nor at any time in excess of fifty-five miles per hour. The driver shall not drive the school bus on any roadway at any time at a speed where the conditions of the roadway, weather conditions, or other extenuating circumstances would likely make it unsafe for the bus to travel at that speed.

Section 26. The driver shall wear the driver's seat belt at all times that the bus is being used to transport pupils.

Section 27. The stop signal arm and flashing warning lights shall be used only at stops where pupils are boarding or leaving the bus.

702 KAR 5:090 - Pupils' responsibilities

To make the pupils that ride the buses to and from school aware of their responsibilities relating to pupil transportation.

Section 1. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus and opened the entrance door, and signaled the pupils to enter the bus.

Section 2. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.

Section 3. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossings shall be made in front of the bus. The pupils shall cross the roadway a distance of approximately ten feet in front of the bus in order that they may be seen by the bus driver.

Section 4. When pupils enter the bus, they shall proceed promptly to their assigned seat.

Section 5. Pupils shall remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.

Section 6. For safety reasons, pupils shall not extend their arms, legs, or heads out the bus windows while the bus is in motion.

Section 7. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver to do so.

Section 8. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

702 KAR 5:100 - Handicapped, reimbursement for

To establish the terms under which the school districts will receive a weighted amount in their Minimum Foundation Program allotment to help defray the added cost of providing special transportation for pupils with specified handicaps.

Section 1. In determining those handicapped pupils that qualify to have their average daily attendance multiplied by 5.0 and added to that part of the district's aggregate days attendance that is multiplied by the district's adjusted cost per pupil per day in determining the district's pupil transportation program cost for allotment purposes, one or more of the following criteria shall apply: the pupil shall be certified to be physically handicapped, visually handicapped, or trainable mentally handicapped to the extent that it would not be reasonable to expect the pupil to ride the regular school bus to and from school along with non-qualifying pupils.

Section 3. No school district shall certify the attendance of any qualifying handicapped pupil for weighted attendance as described in Section 1 of this regulation unless special transportation is provided for the pupil and is paid for from local district funds.

Section 4. The driver of a school bus that transports qualifying handicapped pupils to and from school shall meet the same requirements as the district's drivers that transport non-qualifying pupils to the district's public schools.

702 KAR 5:110 - Vocational pupils, reimbursement for

To establish the terms under which reimbursement will be paid to those districts that transport their secondary school pupils to a vocational school and establish the reimbursement limits.

Section 1. Any local district may provide bus transportation for the district's secondary school pupils from their parent school to a state vocational-technical school, an area vocational education center, or to a vocational training site where an integral part of the basic vocational instructional program is being provided. For the purpose of these regulations, the place or site where the pupil receives basic vocational training shall be referred to as a vocational school.

Section 2. All applications to transport pupils to a vocational school for which reimbursement is to be claimed shall be submitted to the Division of Pupil Transportation for approval.

Section 3. Requests for reimbursement for transportation to a vocational school shall be the responsibility of the district providing said transportation.

Section 4. Requests for reimbursement for transportation to a vocational school shall be made on a monthly basis to the Division of Pupil Transportation in the Bureau of Administration and Finance in the Department of Education.

Section 5. Local districts that transport pupils to a vocational school on buses owned and operated by the district shall be reimbursed for these expenditures to this extent:

(1) Bus mileage at a rate not to exceed the average cost per bus mile for county school districts, exclusive of driver's cost, as calculated by the Division of Pupil Transportation for the previous school year.

(2) The vocational school bus driver's cost at an hourly rate not to exceed the hourly rate paid by the district to a driver in the district's regular transportation program with similar qualifications.

Section 6. If a district's pupils are transported to a vocational school over a tool road as the nearest or best route, either on a board-owned bus or a bus contracted to the board, the distict shall be reimbursed for the toll road fee in addition to mileage and driver's cost.

Section 7. A district that contracts for the transportation of its pupils to a vocational school shall be reimbursed an amount not to exceed the total amount that would result when the vocational school bus mileage is multiplied by the average cost per bus mile for county districts exclusive of driver's cost and the driver's total hours are multiplied by the average hourly rate paid by county school districts plus necessary toll road fees. The average mileage cost and average hourly rate shall be those calculated by the Division of Pupil Transportation for the previous school year.

Section 8. Bus mileage shall be calculated from the parent school to the vocational school over the nearest and best route. When the same bus is used to transport pupils to a vocational school from more than one school within the same district, bus mileage shall be calculated from the school located farthest from the vocational school over the nearest and best route as the bus serves the other schools en route to the vocational school.

Section 9. The total hours of driver's pay per day that will be reimbursed for transporting pupils to a vocational school shall be calculated on the basis of what the driver does while the pupils are in class at the vocational school and shall be done by one of these methods:

(1) If the driver waits at the vocational school for the full time that the pupils are in class, the driver's time shall start when the bus leaves the parent school farthest from which pupils are transported to the vocational school and shall stop when the pupils are returned to the farthest parent school.

(2) If the driver unloads the pupils at the vocational school, then takes the bus to another location and returns to pick up the pupils when the classes are finished, the first half

of the drivers time shall start when the bus leaves the parent school farthest from the vocational school and ends when the driver reaches the point where the bus is parked until time to make the bus trip to the vocational school to return the pupils to their parent school. The second half of the driver's time shall start when the bus leaves the point where the bus was parked and ends when the bus reaches the parent school farthest from the vocational school.

(3) Insofar as it is possible or practical, the district shall pay the bus driver by the method that results in the least cost when the driver's time and the required bus mileage are considered in combination.

Section 10. The driver of the bus that transports pupils to a vocational school shall meet the same requirements as the district's bus drivers that transport pupils to the district's public schools.

Section 11. The school districts shall be reimbursed for the cost of vocational school transportation for the actual number of days that pupils were transported to the vocational school up to a maximum of 175 days per school year.

Section 12. One district may make a contract with another district to transport the other district's pupils to a vocational school on the same bus with the transporting district's pupils or on a separate bus. Said contract shall be made subject to approval by the Division of Pupil Transportation.

Section 13. When one district contracts to provide the bus or buses to transport another district's pupils to a vocational school, the district providing the bus or buses shall claim additional reimbursement only for the extra bus miles required and the extra hours of bus driver time required to provide this service for the other district.

Section 14. A district shall make maximum use of the bus that transports pupils to a vocational school through planning and routing. The use of more than one bus for transporting pupils from any school or group of schools to a vocational school will be approved only when the length of time required for one bus to pick up and transport the pupils would be impractical or when the number of pupils on one bus would necessitate that some pupils be standees.

Section 15. When the number of pupils being transported to a vocational school averages less than twelve pupils per day during any school month, the total amount of reimbursement paid to the district for that bus shall be reduced by one-twelfth for each pupil less than twelve that the bus transported during the school month.

Section 16. Districts shall not be reimbursed for the transportation of vocational school pupils on field trips, excursions, or recreational trips.

702 KAR 5:120 - Blind and deaf pupils, reimbursement for

Provides for the administration of a grant program for the purpose of providing home-to-school transportation for pupils enrolled at the Kentucky School for the Blind and the Kentucky School for the Deaf.

Section 1. The Superintendent of Public Instruction shall determine the number of pupils resident in each school district of the state who attend the Kentucky School for the Blind in Louisville, Kentucky, and who attend the Kentucky School for the Deaf in Danville, Kentucky, and shall determine the number of miles the county seat of the district in which the pupil resides is from Louisville or Danville. He shall then determine the aggregate number of pupil miles which would result in each child enrolled in either the School for the Blind at Louisville or the School for the Deaf in Danville, making nine trips home each year. The aggregate number of pupil miles so determined will be divided into the total appropriation made by the General Assembly for this

program in order to establish a tentative value per pupil mile.

Section 2. On or before October 15 of each year, the Superintendent of Public Instruction shall provide each school district with a "tentative allotment report" which contains the number of children in each program in each school district and the tentative allotment to that school district.

Section 3. Each school district on June 30 of each year shall certify to the Superintendent of Public Instruction the number of children and number of trips each child made home, not to exceed one round trip for each month the child was enrolled in either of the schools and the number of pupil miles which was generated as a result of these trips. In no instance will distances used to generate pupil miles exceed the district provided in the tentative allocation which is the distance from the cities of Louisville or Danville to the county seat of the district in which the pupil is a resident.

Section 4. On or before June 30 of each year, the superintendent of a local school district qualifying for reimbursement for transportation by reason of this regulation shall certify to the Superintendent of Public Instruction the aggregate pupil miles for which reimbursement is sought. The Superintendent of Public Instruction, based upon the certification of the local school district shall, on or before June 30 of each year, determine the final value of the pupil mile by dividing the aggregate pupil miles certified into the appropriation contained in the executive budget, and calculate a final allotment for each school district having children enrolled in the Kentucky School for the Blind and the Kentucky School for the Deaf.

703 KAR 1:010 - Local responsibilities

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. Also, it holds the local agency accountable for their program.

Section 1. The operation of all school food service programs in the public, private, parochial and state schools shall be the responsibility of the local board of education or the governing body of the schools.

Section 2. Rules and regulations shall be developed by local governing bodies regarding the employment, dismissal, promotion, work assignments, emergency leave, sick leave, vacation leave, retirement, insurance, workmens' compensation and salary schedules providing minimum wage in accordance with minimum wage laws, purchasing food, equipment, cost of meals, storage and sanitation; and financial accounting and safeguarding of funds.

703 KAR 1:020 - District director

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto.

Section 1. Effective July 1, 1975 all local school districts shall determine the need for, and if the need exists, employ either a full-time or part-time school food service director.

Section 2. A local school food service director shall be responsible to the local superintendent of schools and the local board of education and shall work with principals, teachers, managers, and other school food service personnel to plan, develop, administer, and supervise the school food services program on a district-wide basis.

Section 3. No person shall be eligible to hold the position of a district school food service director, or receive salary for services rendered in such position, unless he or she meets the certification requirements established by the State Board of Education for this position.

703 KAR 1:030 - Principal's responsibilities

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. It defines the role of the local school principal to the school food service program(s) within his jurisdiction.

Section 1. The local school principal in concert with the food service director, if available, shall examine the school's philosophy of education as well as the local board of education's general policies for the school district and define the role that the school food service program(s) shall assume in the total educational process within his jurisdiction.

Section 2. School districts not employing a school food service director shall require the local school principal, within his jurisdiction, to be responsible for the school food service program(s) in the following areas:

(1) School food service personnel,
(2) School food service records and reports,
(3) School food service menu planning,
(4) Adequate scheduling of school food service programs,
(5) Food purchasing,
(6) Food storage;
(7) Free and reduced price lunch and breakfast applications,
(8) Food preparation,
(9) Food service facilities and equipment, (10) Food serving, (11) Food service sanitation, (12) Accountability of school food service funds, and (13) Innovated ideas to improve school food service participation.

703 KAR 1:040 - Personnel; policies and procedures

This regulation is needed to carry out the Congressional intent of the National School Lunch act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. This regulation describes the policies and procedures to be followed by a school district in employing local school food service personnel.

Section 1. Each school district shall employ school food service personnel in a procedure consistent with KRS 160.380.

Section 2. Each school district shall notify in writing each full-time school lunch employee; the hours terms and conditions of employment, lines of authority, general responsibilities and include a service termination policy for both the district and employee.

Section 3. Each school district shall establish and adopt a uniform pay scale for all full-time school food service employees.

Section 4. Each school district shall provide workmen's compensation and fulfill minimum hourly wage rate for school food service personnel.

Section 5. The superintendent shall cause school food service personnel to avail themselves of training programs when such are offered.

Section 6. Social security participation for school food service personnel shall be in keeping with social security policies for other non-professional personnel.

703 KAR 1:050 - Lunch and breakfast requirements

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto, and is needed to require schools to serve a complete breakfast and lunch without discrimination.

Section 1. Schools that participate in the National School Lunch and Breakfast Programs shall serve a complete breakfast, hot or cold, as defined by federal regulations, and the noon meal shall be a complete lunch, hot or cold, as defined by federal regulations, and serving shall be of such size as to provide at least one-third to one-half of the daily nutritive requirements of the school age child being served.

Section 2. Lunches shall be made available to all children attending each school and shall be served without cost or at a reduced cost to all school children who are predetermined by school authorities to be unable to pay the full cost of the meal. Schools serving breakfast shall apply the above cost rule to all children attending the school.

Section 3. No physical segregation or other discrimination against any child shall be made by school officials because of his inability to pay the full cost of a meal.

703 KAR 1:060 - Time minimum for meals

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto, and is needed to allow sufficient time for school children to eat.

Section 1. The school lunch period, if a part of a closed schedule, shall allow adequate time for each child to take care of his personal hygiene and enjoy a complete meal in an educational setting and the school breakfast period shall be a part of the school day that also allows adequate time for each school child to enjoy a complete breakfast.

703 KAR 1:070 - Funds and reports

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto. This regulation is necessary to properly protect all funds accruing to the School Food Service Program.

Section 1. A local board of education shall be responsible for the safeguarding of all funds accruing to the school food service program by adopting a definite plan for handling of the funds, and bonding all personnel who receives and/or handles such funds.

Section 2. All funds received as payment for meals by pupils, adults and/or federal and state reimbursements shall be used only for food, labor and expandable items needed for the school food service program operation.

Section 3. School food service funds, as prohibited by Section 210.7(b) of the National School Lunch Regulations, shall not be used to:

(1) Purchase land,
(2) Acquire or construct building,
(3) Make alteration to existing building,
(4) Finance out-of-state travel,
(5) Finance intrastate travel for non-school food service program(s),
(6) Pay and/or reimburse the USDA for donated foods which have been misused or spoiled,

(7) Pay rent for space used for school food service programs,
(8) Be used in lieu of general funds for personnel and programs other than the school food service program(s).

Section 4. All schools approved for participation in the National School Food Service Program(s) shall make required monthly reports (using approved forms) to the State Department of Education. A copy of the forms submitted to the State Department of Education, as well as other financial records and reports, pertaining to the school food program and applications for free and reduced price meals shall be kept by the school and/or local board of education for a period of three fiscal years after the close of the fiscal year applicable to such records and are subject to an audit by appropriate state and federal official(s).

Section 5. All school personnel regularly assigned to positions in the school shall have access to meals served in the school food service program(s) and the cost of the meal, shall be ten cents or more above the cost assigned to paying pupils.

Section 6. All school meals receiving federal reimbursement shall be priced as a complete unit.

Section 7. A school food service program shall be operated on a nonprofit basis where actual cash balances shall not exceed a two months operating balance..

Section 8. The sale of miscellaneous food items by a school during the regular school day shall be in compliance with Section 210.15b of the National School Lunch Regulations.

Section 9. All food, supplies and equipment purchased in the operation of a school food service program shall be in accordance with KRS 424.260.

703 KAR 1:080 - Accrual cost accounting

This regulation is needed to carry out the Congressional intent of the National School Lunch Act of 1946, the Child Nutrition Act of 1966 and all amendments thereto, and the deferal mandate that no school shall receive reimbursement in excess of the cost of preparing a meal.

Section 1. Effective July 1, 1975 all public, private and parochial school food authorities in Kentucky participating in the National School Food Service Program shall be required to develop and maintain adequate records to properly justify the average rates of reimbursement, from Sections 4 and 11 funds for "Type A" lunches, breakfast and special milk provided school children as determined by the Secretary of Agriculture, or the full cost of providing the same whichever is the lesser of the two, in compliance with Section 210.11 (d-1) of the National School Lunch Rules and Regulations.

703 KAR 2:010 - Terms and months

This regulation is necessary for efficient management, control and operation of schools and to insure uniformity in the school term, month and day in all approved schools of the state.

Section 1. The minimum school term of 185 days with a minimum six hour day shall consist of nine twenty day school months and one partial school month of five days. Schools shall be in session a minimum of six hours on each of these days except as otherwise provided by KRS 158.060, 158.070 and regulations of the State Board for Elementary and Secondary Education.

Section 2. Days dismissed to observe holidays or for teachers to attend meetings within limits of the State Board for Elementary and Secondary Education regulations shall be counted as school days and included in the school month.

Section 3. If a school district has adopted an extended school day before emergency, the time in excess of the minimum school day may, with the approval of the State Board for Elementary and Secondary Education, be used to make up days missed as a result of emergency. If the school day is extended after the emergency occurs, the words "make-up" shall be written in the attendance records as the days are accumulated. "Make-up" days shall be used for the purpose of meeting requirements for a minimum school term as required by KRS 158.070 and no attendance shall be recorded for these days.

Section 4. Each day on which school is not in session for any reason other than those specified by State Board for Elementary and Secondary Education regulations or in excess of the limitations therein provided, shall not be counted in the minimum school term.

Section 5. No report shall be made until the completion of a twenty day school month except that a report for the tenth school month shall be made at the conclusion of the school term.

Section 6. The use of part of the six hour day may be used for supervising the lunch period and for supervising physical education if approved by the Bureau of Instruction on application of the superintendent of the district.

Section 7. Schools shall not be closed or the day shortened on regularly school days except in cases of emergency declared by the local superintendent in accordance with policies of the local board of education.

703 KAR 2:020 - Calendar

This regulation is necessary for efficient management, control and operation of schools and to assure uniformity in the days all approved schools are in session.

Section 1. On or before June 15 of each year, local boards of education shall, upon recommendation of the superintendent, adopt a school calendar fixing the opening and closing dates of each school month, designating the dates of school days within each school month and describing the school days on which schools will be dismissed in accordance with State Board for Elementary and Secondary Education regulations. This section shall apply to all local boards of education operating experimental or year-round school programs.

Section 2. Each local board of education shall, on or before July 1 of each year, file a copy of the adopted school calendar with the Department of Education for approval as to the compliance with these regulations. No district shall be paid any installment of its Foundation Program allotment until the school calendar for that district has been so approved.

Section 3. A local board of education may amend its school calendar upon recommendation of the superintendent within the limitations of pertinent State Board for Elementary and Secondary Education regulations.

Section 4. All amendments to school calendars shall be submitted on the appropriate form to the Department of Education for approval as to compliance with these regulations prior to the date of change in the existing school calendar except:

(1) In cases of emergency beyond the control of a local board of education, post approval of an amendment may be requested, and

(2) If schools are closed prior to the regular February meeting of the local board of Education due to a national, state, or local disaster or mourning as provided by KRS 158.070(3)(a) and (b), an amendment shall be submitted no later than five days after this meeting. If the disaster occurs on the date of the regular February meeting, or thereafter, the amendment shall be submitted no later than five days after the next meeting of the local board of education.

Section 5. The school calendar shall provide for the same number of days of classroom instruction in all schools operated by a local board of education.

Section 6. The four days on which schools may be dismissed for holidays as provided for in KRS 158.070 shall be selected from those listed in KRS 2.110, 18.350 and 158.070 subject to the provisions of such sections, except in presidential election years the day of the regular election must be used as one of the allowable holidays.

Section 7. Local boards of education may use one day of the minimum school term for the opening of schools and one day for the closing of schools without the presence of pupils.

Section 8. Local boards of education shall use four days of the minimum school term for in-service professional development and planning activities for the professional staff without the presence of pupils. Proper approval for these four days shall be secured from the State Department of Education.

Section 9. If local boards of education do not dismiss schools for four holidays, one day for opening schools, and one day for closing schools as provided by KRS 158.070(3), the number of days of actual classroom instruction shall be increased accordingly.

Section 10. The two consecutive days schools are required to be closed for the purpose of permitting professional school employees to attend state-wide professional meetings and one day for regional or district professional meetings shall not be counted as a part of the minimum school term. The Superintendent of Public Instruction will approve dates which have been selected by the local boards of education for regional or district meetings.

703 KAR 2:060 - Saturday teaching in emergency

This regulation is necessary for efficient management when cases of emergency exist and local boards of education apply for approval to teach on Saturdays.

Section 1. The State Board of Education does hereby declare that an emergency may exist from time to time in a number of school districts of the Commonwealth and hereby authorizes the Superintendent of Public Instruction to approve teaching on Saturday, provided that, in the superintendent's judgment, an emergency does exist.

703 KAR 2:070 - Redshirting prohibited

This regulation is needed to eliminate the practice of redshirting or retaining a pupil in an elementary grade for the sole consideration of improvement of the athletic school program in detriment to the childs overall development.

Section 1. Eligibility to participate in elementary school athletics. No pupil enrolled in grades one through eight in the public common school shall be eligible to participate in interscholastic athletics the second year the pupil is enrolled in the same grade, and no public common school shall participate in an athletic contest with another school that does not adhere to this policy.

703 KAR 3:010 - Personnel functions

This regulation is needed to establish appropriate functions of State Department of Education personnel.

Section 1. Guidance Division personnel functions shall be:

(1) Assist local schools in the establishing, development and evaluation of local programs of guidance and counseling.

(2) Study and recommend standards for guidance services in local schools: personnel, functions, facilities, supplies and equipment.

(3) Work with the Division of Supervision-Accreditation-and Organization in evaluating programs of guidance services as outlined in the state plans for accrediting elementary and secondary schools.

(4) Approve applications for counselor units.

703 KAR 3:020 - Counselor; criteria and duties

This regulation is necessary to determine criteria for employment for counselor personnel in local schools and directions for appropriate functions.

Section 1. Accreditation standards shall be the criterion for employment of counselors. Counselor units shall be considered on the basis of a minimum ratio of one counselor unit for each 300 pupils in a school or schools served by the counselor. The required ratio shall be in accordance with accreditation standards.

Section 2. The counselor's duties shall be determined by the guidance plan of the school in which the counselor is to function.

703 KAR 3:030 - Counselor units

This regulation establishes criteria and responsibility for approval of counselor units in local schools.

Section 1. School systems desiring counselor units or partial units must provide evidence satisfactory to the State Department of Education that:

(1) Office space is being provided,

(2) Money has been budgeted for supplies and equipment,

(3) Duties and responsibilities of the guidance counselor are in agreement with those recommended by the Division of Guidance Services, Department of Education, and

(4) For a counselor to work in more than one school, the following shall be submitted to the Division of Guidance Services prior to approval of the Unit:

(a) Allocation of time to each school,

(b) Pupil-counselor ratio for each school.

Section 2. Only the time which the guidance counselor devotes to activities approved by the Division of Guidance Services upon submission of a guidance plan shall be considered toward a counselor unit.

Section 3. Only personnel who meet state certification requirements shall function as school counselors.

704 KAR 2:020 - Textbook program plan

KRS 156.400 to 156.476 require that the Kentucky Textbook Commission

select textbooks for use in the schools of the Commonwealth. KRS 157.100 to 157.190 require that the Department of Education purchase textbooks for certain grades and set up management procedures for the textbook program. This regulation establishes the standards and procedures which are necessary to carry out the statutory requirements of KRS Chapters 156 and 157 that deal with textbooks.

Section 1. Pursuant to the statutory authority placed upon the Superintendent of Public Instruction, the State Board for Elementary and Secondary Education, and the Kentucky Textbook Commission under KRS Chapters 156 and 157, there is hereby devised, created, and incorporated by reference a Kentucky State Plan for Administering the Textbook Program which shall include the standards and procedures for the management of the textbook program in relation to the selection, listing, adopting, and purchasing of textbooks and related media materials for grades kindergarten through twelve in the schools of the Commonwealth. The Kentucky State Plan for Administering the Textbook Program shall be published by the Superintendent of Public Instruction and copies furnished to each local school district and upon request to approved private schools.

704 KAR 3:005 - Educational Improvement Act

The Educational Improvement Act of 1978 mandates a program of assessment, testing, and educational improvement plans to insure the right of public school students to acquire the basic knowledge and learning skills necessary to complete high school; pursue post secondary education, or assure students access to programs and services appropriate to their educational needs in the areas of basic academic and learning skills development.

704 KAR 3:010 - Administrative and special services

To provide authorization of positions to be included in classroom units for administrative and special instructional services under the foundation program:

(1) Art education teacher;
(2) Assistant principal (shall be employed at least one-half time in the position);
(3) Assistant superintendent (shall devote full-time to the position);
(4) Consultants:
    (a) Academic subject field;
    (b) Elementary education;
    (c) Reading;
    (d) School media services;
    (e) Teacher consultant for exceptional children.
(5) Driver education teacher;
(6) Guidance counselor;
(7) Industrial arts teacher;
(8) Instructional coordinator (shall be employed at least one-half time in the position);
(9) Instructional television coordinator;
(10) Local director of vocational education;
(11) Media librarian (shall be employed at least one-half time in the position);
(12) Music education teacher;
(13) Physical education teacher;

(14) Principal (shall be employed at least one-half time in the position);
(15) School business administrator and/or finance officer (shall devote full-time to the position);
(16) School health coordinator;
(17) School lunch director;
(18) School psychologist;
(19) School psychometrist;
(20) School social worker/visiting teacher;
(21) Special education work-study program coordinator.

Section 2. The following administrative and special instructional service classroom units shall be allotted as basic classroom units provided the school district has not staffed its total basic classroom unit entitlement and has staffed more administrative and special instructional service classroom units than allotted:

(1) Art education teacher;
(2) Driver education teacher;
(3) Industrial arts teacher;
(4) Music education teacher;
(5) Physical education teacher.

704 KAR 3:030 - Special instructional service units

Provides for the allocation of classroom units for administrators and for special instructional service personnel. This regulation is to furnish superintendents and boards of education with the minimum requirements for approval of special units.

Section 1. For the allocation of classroom units for administrative and special instructional services identified in 704 KAR 3:010 the local board of education shall be responsible for observing the following criteria:

(1) Personnel shall hold the appropriate teacher certification corresponding to the specific position or shall hold approval as otherwise described in Section 2.
(2) A program of services shall be developed which is appropriate to the position.
(3) Supporting instructional materials, equipment, and physical facilities shall be provided.

Section 2. (1) The Superintendent of Public Instruction will approve the employment of an assistant superintendent on an internship basis under the following conditions:

(a) The request shall be made by the local school superintendent and approved by the local board of education.
(b) The prospective assistant superintendent shall have been admitted to the program of preparation-certification for the school superintendency by the teacher education institution and shall lack no more than fifteen semester hours graduate credit for the completion of the total program.
(c) The internship program shall be planned jointly by the teacher education institution and the local school superintendent and shall include provisions for completing the academic requirements within a two year maximum period with at least nine semester hours progress the first year.

(2) The Superintendent of Public Instruction will approve the employment of an assistant principal on an internship basis under the following conditions:

(a) The request shall be made by the local school superintendent and approved by the local board of education.

(b) The prospective assistant principal shall have been admitted to the program on preparation-certification for the school principalship by the teacher education institution and shall lack no more than nine semester hours graduate credit for the completion of the total program.

(c) The internship program shall be planned jointly by the teacher education institution and the local school superintendent and must include provisions for completing certification requirements for principalship before September 1 of the following school year.

(3) The instructional coordinator shall hold the same type of certification required for a supervisor of instruction or for a school principal at the appropriate level.

(4) Personnel qualified to serve in an approved unit for school health coordinator shall hold a teaching or administrative certificate valid for serving as a teacher at the high school and/or elementary level based on a minimum of a baccalaureate degree and meet the standards by one of the following plans:

(a) Have preparation in a recognized area in health, physical education, and recreation or an area in home economics or a major or minor in one of the following: health, health-physical education, biology, home economics.

(b) Have a total of twelve semester hours consisting of six semester hours natural science, three semester hours in nutrition, health or physical education, and three semester hours in human growth and development.

(5) The local director of vocational education shall have a master's degree and professional preparation in an approved curriculum of vocational education, three years of progressively responsible experience working in vocational education programs, and shall hold the certificate designated for this position.

(6) If a fully certified person is not available for the position of school media librarian as attested by the local school superintendent, the superintendent on behalf of the local board of education, may request a one year approval for the assignment of a classroom teacher who is certified for the same grade levels as the anticipated school media librarian position and who has completed at least eight semester hour credit from the endorsement program for school media librarians. Once assigned to the position the teacher may be reapproved on an annual basis upon completion of an additional eight semester hours each year until the total endorsement program is completed. A letter of request for such approval shall be submitted by the local school superintendent to the Division of Teacher Education and Certification.

(7) A school psychologist legally certified or licensed for the position of school psychologist and employed within a local school district for the position during the 1978-79 school term shall have continuing approval for serving in the position of school psychologist so long as such legal certification or licensure is kept valid.

(8) The special education work study program coordinator shall hold certification valid as a teacher of special education.

(9) Personnel assigned to the position of instructional television coordinator shall hold a certificate valid for classroom teaching.

(10) Personnel assigned to a consultant position shall have the master's degree, certification in the appropriate subject field or service area, and at least three years experience in the same teaching or service field.

(11) Effective with the 1980-81 school year new personnel serving in the unit of reading program consultant shall hold certification as reading specialist valid for the same grade levels as the assignment.

704 KAR 3:285 - Programs for the gifted and talented

This regulation relates to the funding and operation of experimental programs for gifted and talented pupils and directs the Department of Education to administer the Gifted and Talented Education Act of 1978.

Section 1. Pursuant to the authority vested in the Kentucky State Board for Elementary and Secondary Education by KRS 156.070 and 156.160, the "guidelines for Gifted and Talented Programs" are presented herewith for filing with the Legislative Research commission, and incorporated by reference.

Section 2. The "Guidelines for Gifted and Talented Programs" shall be followed by local school districts in developing programs to apply for state funds to operate such programs.

Section 3. Each local school district receiving state funds for the operation of a gifted and talented program shall be evaluated by the State Department of Education, Bureau of Instruction, to determine the effectiveness of the program.

704 KAR 3:304 - Required program of studies

To establish minimum courses of study and the scope of instruction that may be offered in the different classes of common schools, and the minimum requirements of graduation from the courses offered.

Section 1. Pursuant to the authority vested in the State Board for Elementary and Secondary Education by KRS 156.070 and 156.160, the "Program of Studies for Kentucky Schools, Grades K-12," as adopted on January 10, 1979, is hereby filed with the Legislative Research Commission and incorporated by reference. Copies may be obtained from the Department of Education.

704 KAR 3:305 - Minimum unit requirements for high school graduation

KRS 156.160(2) requires that upon the recommendation of the Superintendent of Public Instruction, the State Board of Education shall adopt rules and regulations relating to the minimum requirements for graduation from the courses offered in all common schools. This regulation relates to the establishment of requirements necessary for entitlement to a high school diploma.

Section 1. All students in the common schools and all students in the private or parochial schools which are accredited by the State Board for Elementary and Secondary Education shall meet the following minimum credit requirements for high school graduation.

(1)(a) Language arts - 3;

(b) Social studies including one credit in U.S. History and one credit in citizenship. The credit in citizenship as outlined in the Program of Studies for Kentucky Schools, K-12, 1979, shall be required of students graduating in 1984. A local board of education in its discretion may offer in the seventh or eighth grade a full-year course in citizenship and when a student successfully completes such a course the citizenship requirement for graduation will have been met. Successful completion of the

citizenship requirement at the seventh or eighth grade level shall not be substituted for either of the two social studies credits required for high school graduation. - 2

(c) Mathematics - 2;
(d) Science - 2;
(e) Health - 1/2;
(f) Physical Education - 1/2;

(2)(a) Required - 10;
(b) Elective - 8;
(c) Total - 18.

Section 2. Each student who satisfactorily completes the requirements of Section 1 and such credits and additional requirements as may be imposed by a local board of education shall be awarded a graduation diploma.

(1) Local boards of education may grant different diplomas to those students who complete credits above the minimum number of credits as established by the State Board for Elementary and Secondary Education.

(2) The local school district board of education shall award the diploma.

Section 3. Nothing in this regulation shall be interpreted as prohibiting any local governing board, superintendent, principal, or teacher from awarding special recognition to students.

Section 4. When the severity of an exceptional student's handicap(s) precludes a course of study leading to receipt of a diploma, an alternative program shall be offered. This program is based upon student needs, is specified in the individual educational plan, and is to be reviewed at least annually. The student who completes such a course of study is entitled to recognition for achievement. This may be accomplished by the local school district board of education awarding the certificate.

704 KAR 4:010 - Physical education

KRS 156.160 requires the Superintendent of Public Instruction to prepare regulations governing medical inspection, physical education and recreation, and other rules and regulations deemed necessary or advisable for the protection of the physical welfare and safety of the public school children. In addition, it is desirable to establish a working relationship between the State Board for Elementary and Secondary Education and the Kentucky High School Athletic Association for the governance of secondary school interscholastic athletic programs.

Section 1. (1) All elementary school pupils shall receive organized physical education instruction which shall total a minimum of 120 minutes per week.

(2) In the secondary school, opportunities for physical education experiences shall be provided for each pupil. Each student shall earn a minimum of one-half credit for the secondary level in health and one-half credit in physical education as a graduation requirement.

(3) No elementary or secondary school shall be considered as having met physical education regulations until programs have been put into operation which meet the "Approved Guidelines for Physical Education."

(4) A local board of education may authorize a child whose parents or guardian present a certificate from a licensed physician to the effect that because of the child's physical condition, participation in the one-half unit physical education course is

not in the best interest of the child, to substitute a physical education course which is within the capabilities of the child as specified by the child's physician.

Section 2. Each school shall include health instruction in its curriculum for grades K-12. All pupils shall receive health instruction in programs meeting the "Approved Guidelines for Health Education."

704 KAR 4:015 - Management of interscholastic athletics

KRS 156.070(2) allows the State Board for Elementary and Secondary Education to designate an organization to manage interscholastic athletics in the common schools, and requires the state board to hear all appeals from the Kentucky High School Athletic Association.

Section 1. The State Board for Elementary and Secondary Education designates the Kentucky High School Athletic Association as the sole organization to manage interscholastic athletics in schools which are members in good standing of the Kentucky High School Atheltics Association. Each local board of education is responsible to the State Board for Elementary and Secondary Education for interscholastic athletics in grades K-8.

Section 2. The Kentucky High School Athletic Association will submit annually the rules, regulations and bylaws to the State Board for Elementary and Secondary Education together with any proposed changes thereto.

Section 3. Appeals from the Kentucky High School Athletic Association Board of Control to the State Board for Elementary and Secondary Education shall follow the procedures as provided by 701 KAR 5:020, Sections 2 through 5.

704 KAR 4:020 - School health

KRS 156.160 requires the Superintendent of Public Instruction to prepare regulations governing medical inspection, physical education and recreation, and other rules and regulations deemed necessary or advisable for the protection of the physical welfare and safety of the public school children.

Section 1. School employee medical examinations shall be required for the protection of the physical welfare and safety of the public school children:

(1) All local boards of education shall require a medical examination of each teacher upon initial employment which shall include a tuberculin skin test. All positive reactors shall obtain an immediate chest x-ray for evidence of tuberculosis, followed by the currently accepted practice of the Preventive Services Section, Bureau of Health Services, Kentucky Department for Human Resources, for treatment of tuberculosis infection or disease. No further tuberculin skin test or x-rays for tuberculosis shall be required following completion of treatment, unless symptoms occur.

(a) A yearly chest x-ray shall be required if the above recommended preventive treatment for infection is not completed.

(b) Local school authorities shall require each year thereafter a repeat tuberculin test for all tuberculin nonreactors, with the above procedure followed when a teacher becomes a tuberculin reactor. Additional tests and examinations may be required as deemed necessary by the local boards of education.

(2) All local boards of education shall require a medical examination of each school bus driver in accordance with the requirements of the State Board for Elementary and Secondary Education's regulations pertaining to pupil transportation upon initial employment and each year thereafter. The medical examination shall include test for tuberculosis, hearing and vision disorders, emotional instability, and for serious medical diseases including diabetes, epilepsy, heart disease, and other chronic or communicable diseases if indicated in the opinion of the examining physician. All medical examinations of the school bus drivers shall be reported on the special form approved by the State Department of Education.

(a) All positive reactors to the tuberculin skin test shall obtain an immediate chest x-ray for evidence of tuberculosis, followed by the currently acceptable treatment for tuberculosis infection or disease. No further tuberculin skin test or x-rays for tuberculosis shall be required following completion of treatment, unless symptoms occur.

(b) A yearly chest x-ray shall be required if the above recommended preventive treatment for infection is not completed.

(3) All local boards of education shall require a medical examination of each custodian, cafeteria worker, and other school personnel upon initial employment which shall include a tuberculin skin test. All positive reactors shall obtain an immediate chest x-ray for evidence of tuberculosis, followed by the currently acceptable treatment for tuberculosis infection or disease. No further tuberculin skin test or x-rays for tuberculosis shall be required following completion of treatment, unless symptoms occur.

(a) A yearly chest x-ray shall be required if the above recommended preventive treatment for infection is not completed.

(b) Local school authorities shall require each year thereafter a repeat tuberculin skin test for all tuberculin nonreactors, with the above procedure followed when a custodian, cafeteria worker, and other school employee becomes a tuberculin reactor. Additional tests and examinations may be required as deemed necessary by the local boards of education.

Section 2. All local boards of education shall require a medical examination including tuberculin skin test of each child within a period of six months prior to, or one month following his/her initial admission to school regardless of grade. All local boards of education shall have an approved program of continuous health supervision for all school enrollees; such supervision shall include scheduled screening tests for vision, hearing and dental problems. The frequency of repeated tuberculin skin tests depends on the risk of exposure of the child and prevalence of tuberculosis in the community; however, at a minimum, repeat tuberculin skin tests shall be performed on all sixth grade students.

(1) An effective mechanism for referral and appropriate follow-up of any apparent abnormality noted by screening examination or teacher observation shall be recorded on school health records within nine weeks of screening program or detection of abnormality.

(2) Each school shall have emergency care procedures. The emergency care procedures shall include first aid facilities, personnel with first aid training, parents' telephone number, name of family physician, and means of transportation.

(3) Local boards of education shall require all vaccinations and immunizations as required by law or regulations:

(a) Except as otherwise provided by law, all children shall be required to present a valid immunization certificate upon enrollment in school, and a valid up-to-date immunization certificate shall be on file for all children at all times. The governing body of private and public schools shall enforce the provisions of this subsection in accordance with the established laws.

(b) Children transferring into any school district shall comply with the above requirements.

Section 3. (1) Each elementary and secondary school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupils' attendance. Such record shall be uniform and shall be on forms prescribed by the Superintendent of Public Instruction. Such record shall include health data of the pupil including screening test, teacher observation, and physician's and dentist's recommendations. A follow-up by the proper health or school authorities shall be made on each defect noted and the result recorded.

(2) Local school authorities shall report all known or suspected cases of communicable disease immediately to the local health department.

Section 4. All boards of education shall, in relation to each school under its jurisdiction, provide and maintain a physical environment that is conducive to the health and safety of school children. It shall be the responsibility of all local boards of education to comply with current laws and regulations applicable to all public buildings pertinent to health, sanitation, and safety. In accordance with current regulations and standards by authorities having jurisdiction, it shall be the responsibility of all local boards of education to establish:

(1) An adequate supply of water of safe, potable, sanitary quality.
(2) A sanitary disposal of sewage, other water carried waste, and solid waste.
(3) Adequate toilet and lavatory facilities and other sanitary fixtures.
(4) Adequate heating, lighting, and ventilation in all school buildings.
(5) Adequate facilities and equipment for cafeterias and lunchrooms.
(6) Supervision of general sanitation and safety of the school buildings, grounds, and playground equipment.
(7) Adequate first aid facilities.
(8) Adequate control of air pollutants.

Section 5. Each board of education, based on needs, shall designate a person to serve as school health coordinator. Such person shall meet the minimum qualifications required of this position. The school health coordinator shall work in cooperation with all school personnel, the local board of education, the State Department of Education, and the local health department in planning, promoting, and implementing a school health services program that meets the regulations adopted by the State Board for Elementary and Secondary Education.

Section 6. Each local board of education shall require a medical examination of each child as a prerequisite for eligibility in inter-scholastic athletics. A local board of education may require such examination to be paid by the parent of the child.

Section 7. Each local board of education shall require its curriculum to include health instruction, stressing timely and local health problems such as alcoholism, drug abuse, personal hygiene, accident prevention, family living, sex education, environmental health, nutrition, venereal disease, and consumer health.

704 KAR 5:050 - Public school programs

KRS 157.315 requires the State Board for Elementary and Secondary Education to adopt regulations defining and prescribing the criteria for kindergartens in the common schools and the eligibility requirements of pupils to attend these classes.

Section 1. Personnel qualified to serve in an approved unit for kindergarten shall hold Kentucky teacher certification as follows:

(1) A Kentucky certificate endorsement for kindergarten teaching; or
(2) A Kentucky certificate valid for kindergarten teaching; or
(3) A Kentucky certificate valid for elementary classroom teaching initially issued prior to September 1, 1971.

Section 2. (1) State funding for a public school kindergarten unit shall be allocated for each fifty kindergarten children enrolled in a school district. A fractional portion of a unit will be awarded on the ratio of one unit to fifty children enrolled.

(2) If the total kindergarten units appropriated in the state biennium budget bill are not allocated based on the enrollment requirement, the Superintendent of Public Instruction shall make a percentage reduction in the enrollment requirement in order to allot the total units appropriated.

Section 3. Scheduling for a kindergarten unit shall meet one of the following plans:

(1) Conduct half-day sessions for the school year.
(2) Conduct all day session(s) for the first semester. Conduct all day session(s) for the second semester. The second semester enrollment shall be children that have not previously enrolled in a kindergarten session in the district.
(3) Conduct alternate day session(s) all year.
(4) A school district desiring to implement a plan other that those listed in Section 3 (1) (2) and (3) shall submit a request for approval of such plan to the Assistant Superintendent for the Bureau of Instruction prior to implementing such plan.

Section 4. Any child who is five years of age or who may become five years of age by October 1, 1980, and any year thereafter, shall be permitted to enroll in a public school kindergarten. Notwithstanding the age requirement listed above, each child who has satisfactorily completed nursery school and will be five years of age on or before December 31, 1980, shall be eligible for enrollment in a public kindergarten program in the 1980-81 school year and in the first grade during the 1981-82 school year.

Section 5. The program shall include desirable experiences in social living, physical development, emotional growth and stability, language arts, science, music, art, and creative activities. The program shall provide opportunities and experiences in accordance with each child's level of comprehension and maturation.

Section 6. The facilities shall be in compliance with the regulations of the Department of Education's Division of Buildings and Grounds.

704 KAR 6:010 - Approval of regular day schools; attendance

KRS 156.160(8) and 159.030(1)(b) authorize the State Board of Education to approve private or parochial regular day schools for the purpose of compulsory attendance in a public school.

Section 1. No person, firm, corporation, association, or organization shall establish a non-public elementary or secondary school at which attendance by a pupil will exempt the pupil from compulsory attendance in a public school unless an application has been filed with the State Department of Education thirty days prior to the opening date of the school. Such application shall include the following:

(1) Copies of the certificates from the local health department and district fire marshal's office showing that the proposed school facilities are in compliance with all conditions requested by such officials.

(2) A copy of the approval of the building by the Division of Buildings and Grounds, Department of Education.

(3) A statement indicating that the school will comply with the minimum school term of 175 days of classroom instruction; that the program of studies offered will be acceptable to the Department of Education; that professional staff assigned to the school will meet Kentucky teacher certification requirements; and that the school shall operate a minimum school day of six hours of classroom instruction.

Section 2. Authorization by the Department of Education to open a non-public elementary or secondary school does not constitute approval of accreditation by the State Board of Education.

704 KAR 10:022 - Elementary, middle and secondary schools standards

To establish general standards to be used in evaluation of elementary, middle and secondary schools.

Section 1. Pursuant to the authority vested in the Kentucky State Board for Elementary and Secondary Education by KRS 156.070 and 156.160, the 1980 Kentucky standards for grading, classifying and accrediting elementary, middle and secondary schools are presented herewith for filing with the Legislative Research Commission, and incorporated by reference.

Section 2. "The Merit Rating Procedural Information and General Criteria for Guidance Programs," the "Guidelines for Merit Media Programs," in elementary, middle and secondary schools and "Merit Rating for Kentucky High Schools" are presented herewith for filing with the Legislative Research Commission and incorporated by reference.

704 KAR 10:050 - Courses not in program of studies; procedure for offering

This regulation establishes procedures for seeking State Board for Elementary and Secondary Education approval for courses that are not listed in the "Program of Studies for Kentucky Schools, K-12."

Section 1. Any school desiring to offer a course not listed in the "Program of Studies for Kentucky Schools, K-12" shall secure the approval of the State Board for Elementary and Secondary Education upon recommendation of the Superintendent of Public Instruction before such a course is offered. Annual approval of the offering of the course shall be secured not later than July 1. Failure to secure state board approval before the course is initiated shall result in the course not being recognized for graduation credit. No course shall be considered for approval that is inconsistent with Kentucky Administrative Regulations, Kentucky Revised Statutes, or the Constitution of the Commonwealth of Kentucky.

Section 2. The procedure for seeking approval an an experimental course shall be as follows: The Superintendent of a county or independent school district or the administrative head of a nonpublic school seeking permission to offer an unlisted course shall notify the head of the Bureau of Instruction in writing no later than May 31 of such intent and shall subsequently submit information concerning the course as follows:

(1) The name or title of the course;
(2) A statement indicating need for the course;
(3) A statement of the objectives of the course;
(4) A brief of the scope and content of the course;
(5) A statement describing adequacy of staff, facilities, equipment, and materials for implementing the course;
(6) A description of deviation from the "Program of Studies for Kentucky Schools, K-12;"
(7) The amount of credit to be allowed for the course or the extent of grade levels involved in the proposed offering;
(8) Proposed method of evaluation;
(9) Anticipated length of experiment;
(10) A written evaluation shall be submitted to the head of the Bureau of Instruction at the close of the school year.

Section 3. The Superintendent of Public Instruction shall submit the request to the State Board for Elementary and Secondary Education, accompanied by his recommendation. Following action of the State Board for Elementary and Secondary Education, local school districts or nonpublic schools will be notified in writing within ten days of the board decision.

704 KAR 15:080 - Paraprofessional personnel

KRS 161.044 directs the State Board of Education to establish a plan for the utilization of paraprofessional personnel in the schools. This regulation prescribes the guidelines by which local school districts may employ and supervise paraprofessional personnel.

Section 1. Local boards of education may employ adult paraprofessional personnel in accordance with KRS 161.044 and 161.010(6)(7) and subject to these regulations: (1) For each paraprofessional employee the local school district shall prepare and maintain an up-to-date job description which outlines the duties that the individual is authorized to perform and which further describes the formal preparation or professional judgments of competency that corroborate the qualifications of the individual to perform those duties. The professional administrative and teaching staff may establish formal evaluation procedures to arrive at the professional judgments of competency that are to be entered into the written job description.

(2) The professional administrative and teaching staff, as well as the paraprofessional personnel, shall have copies of the job descriptions of the paraprofessional personnel under their direction and shall limit the work assignment of the paraporfessional personnel to the duties outlined in the job descriptions.

(3) Paraprofessional personnel may be assigned within the limitations of their competency to assist with classroom instruction as personally supervised by the professional administrative and teaching staff. Such assistance shall not include the continuing day-to-day responsibility for teaching a particular academic subject or group of pupils in the role ordinarily ascribed to a teacher.

704 KAR 20:005 - Kentucky plan for preparation program approval

This regulation establishes the standards and procedures which are to be used for the approval of the various teacher preparation programs offered by the colleges and universities in compliance with the requirements of KRS 161.020, 161.025, and 161.030.

Section 1. Pursuant to the statutory authority placed upon the Superintendent of Public Instruction, the State Board for Elementary and Secondary Education, and the Kentucky Council on Teacher Education and Certification under KRS Chapter 161, there is hereby devised, created, and incorporated by reference the Kentucky Standards for the Preparation-Certification of Professional School Personnel which shall include the standards and procedures for the approval of colleg and university curricula for the preparation programs.

Section 2. The Kentucky Standards for the Preparation-Certification of Professional School Personnel is amended by the selective revision of certain standards, the deletion of certain standards, and by the addition of other new standards and the amended document is hereby incorporated by reference and identified as the Kentucky Standards for the Preparation-Certification of Professional School Personnel, Revised November, 1979.

705 KAR 2:030 - Foundation program units

To establish regulations to cover the allocation of vocational education units under the Kentucky Foundation Program.

Section 1. Local school districts shall request vocational education units on form FP-VE-1 provided by the Division of Finance, Bureau of Administration and Finance, by May 15. The request shall be made only for programs which have been included in the required local plan for vocational education. Request for new units shall be based on plans submitted by the local school district which are developed in conjunction with the regiolan vocational staff and the Program Development Division, Bureau of Vocational Education.

Section 2. Vocational units shall be allocated to local schoql districts to provide vocational education programs for the secondary school students in that district. Only that portion of a teacher's time devoted to vocational education shall be used for calculating vocational units. As a part of the vocational unit, a vocational teacher shall be permitted to perform non-instructional duties assigned to all teachers, not amounting to more than an average of thrity minutes per day. Vocational units shall be allocated only for those programs that have:

(1) Certified vocational teachers who satisfy the requirements of the Kentucky State Plan for the Administration of Vocational Education.
(2) Facilities and equipment which meet established minimum requirements.
(3) A curriculum which serves at least one of the objectives of vocational education.

Section 3. The following activities shall be appropriate for vocational units when the teacher is listed as a vocational teacher responsible for a minimum of three vocational periods:

(1) Each vocational teacher shall have a planning period if any part of the unit is to be allocated. Vocational units shall be used to support the planning period only for teachers having at least five-tenths unit resulting from vocational teaching and other vocational activities. Teachers who teach two or three hour vocational blocks or three two hour vocational blocks shall not be required to have a planning period during the six hour school day.

(2) One class period shall be permitted for supervision of cooperative vocational education or work experience programs when there is a minimum of ten and a maximum of fifteen participating students with training agreements on file. Two class periods shall be permitted for this purpose when the number of students enrolled are a minimum of sixteen and a maximum of twenty-seven. When only one supervision period is provided, the supervision and planning periods shall be scheduled consecutively during the time students are on the job.

(3) One class period shall be permitted for one teacher in each vocational program area to work with activities of integrated and approved vocational student organizations.

(4) A high school with five or more full-time vocational teachers shall be permitted to designate one teacher to use one period to serve as a vocational department head.

(5) Agriculture teachers shall be permitted one period for supervision of occupational work experience programs for a minimum of thirty and a maximum of fifty students. Two periods shall be permitted for a teacher with more than fifty students when at least twenty students are juniors and seniors.

(6) Teachers shall qualify solely for supervision of cooperative work experience and agricultural programs supervision without the prerequisite of first teaching at least three vocational periods.

Section 4. Class sizes shall be considered in allocating vocational education units. (1) All vocational classes shall have a minimum membership of ten students unless justification is submitted to and approved by the Assistant Superintendent for Vocational Education

(2) More than one section of the same class shall have an average of twelve students per class. Approval by the Assistant Superintendent for Vocational Education is required for justification of smaller enrollments.

(3) The maximum number of students per class shall be twenty-seven or the number for which the facility is equipped whichever is less.

Section 5. The class length standard for vocational classes shall be a minimum of sixty minute periods and 300 minutes per week including passing time. If the Bureau of Instruction approves a different pattern of class schedules for the total school program, the Assistant Superintendent for Vocational Education shall, on request, approve shorter class periods for non-laboratory, shop, or practical exercise classes. Vocational classes which are laboratory, shop, or practical exercise classes shall require two consecutive class periods if the gross period of time for one class is less than sixty minutes. Programs having exploratory objectives shall be considered on individual request as exceptions to the minimum length of class period.

Section 6. The Assistant Superintendent for Vocational Education shall calculate units for programs offered in local high schools based on the information provided on the professional staff data (PSD) form which is completed on September 15 and amended as of February 1. The PSD shall be used to determine the amounts of time devoted to vocational programs, services, and activities. Additional justification shall be provided as needed to justify periods not devoted to teaching. Units shall be allocated for each vocational period calculated to the nearest tenth of a unit.

Section 7. The allocation of units to local school districts sending students to state vocational-technical schools and area vocational education centers shall be calculated on the basis of the number of students enrolled as of October 1. A vocational education unit shall be allotted for thirty students attending the school three hours per day, five days per week or equivalent to this amount of student time. Units will be calculated to the

nearest one-tenth unit. The "contract" vocational unit shall be calculated at the value for Rank III teacher with four to nine years experience and one month extended employment. The unit shall include the foundation program value for salary, capital outlay, and current expenses.

Section 8. The funds calculated from the foundation program for students attending state-operated vocational schools shall be divided. Twenty percent shall be transferred to the local school district owning the facility and eighty percent transferred to the Bureau of Vocational Education for operating the program. If the facility is state-owned, 100 percent of the funds shall be transferred to the Bureau of Vocational Education.

705 KAR 4:020 - Extended employment; local districts

To identify purpose, uses, and request procedures for extended employment of vocational teachers employed by local school districts.

Section 1. Extended employment, provided under the Kentucky Foundation Program to permit local school districts to employ personnel beyond the normal school year of nine and one-fourth months, shall be used by certified vocational personnel for the primary purpose of improving the education program.

Section 2. Extended employment time shall be used for the following type of activities:

(1) Teaching secondary students during summer sessions or during weeks of school extended beyond nine and one-fourth months;

(2) Supervision of students enrolled in vocational programs during the academic year including such activities as;
   (a) Placement and follow-up of graduates and drop-outs;
   (b) Placement and supervision of vocational students employed during the summer months.

(3) Supervision of student organization activities occurring during the summer.

(4) Planned occupational experience in business and industry which is directly related to the teacher's teaching responsibility and approved for a specific period of time;

(5) Planned in-service experiences such as conferences and workshops called at the state or regional level. Attendance at the summer conferences is significant enough that any teacher not attending shall present justification to the local superintendent and, if approved locally, a request must be made to the Assistant Superintendent for Vocational Education for approval.

(6) Planned evaluation to ascertain the quality and continued validity of the instructional program;

(7) Other activities such as: curriculum committees, laboratory organizations, conducting manpower surveys, and planning or improvement of the course of study;

(8) For twelve month employees, up to ten days of planned educational experience in an institution of higher education shall be permitted when the courses are of mutual benefit to the teacher and to the program. Upon special request of the teacher and approved by the superintendent, teachers with less than twelve months employment shall be considered for approval by the Assistant Superintendent for Vocational Education;

(9) For twelve month employees, vacation time shall be consistent with local board policies for all twelve month employees. This means that vocational teachers employed for twelve months shall work at all times the superintendent's office is open and shall be eligible for sick and vacation time appropriate for other twelve month employees. When

local board policies do not cover teachers' vacations, a maximum of two weeks shall be approved from extended employment time;

(10) Teachers shall not permit vacation and college education to interfere with the essential extended employment activities of the vocational program such as: conferences, student supervision, and student organization activities.

Section 3. Plans for extended employment shall be submitted with the annual local plan for vocationa education. The plans shall include the objectives as well as the activities and percentage of time to be devoted to each objective. These plans shall be for the period from July 1 to June 30.

Section 4. By May 15, each teacher shall submit a schedule of extended employment activities for the summer. The schedule shall be approved and retained by the local superintendent. Upon request of a program unit director, copies of the schedule shall be forwarded to the Bureau of Vocational Education for approval.

Section 5. Periodic reports to show actual use of extended employment shall be submitted as requested by the Bureau of Vocational Education.

705 KAR 4:060 - Secondary vocational education standards

To establish general standards for vocational programs offered in secondary schools.

Section 1. The vocational curriculum shall be in conformance with the Kentucky Program of Studies approved by the State Board of Education. A school system offering a new vocational curriculum shall receive approval by the Assistant Superintendent for Vocational Education prior to program implementation.

Section 2. Preparatory secondary vocational education programs shall serve students enrolled in a school organized to provide appropriate learning experiences and related services for students classified in grades nine through twelve. Exploratory programs shall be permitted at the seventh and eighth grade levels.

Section 3. The vocational preparation program offered in vocational schools shall provide a curriculum of sufficient length to permit students to secure entry-level skills in the occupations for which they are training. A program shall be offered on a daily basis and on a schedule which is consistent with good educational practice. New patterns shall be researched and piloted on a limited basis before total acceptance throughout the state. Such action shall be recommended by the Assistant Superintendent for Vocational Education.

Section 4. Vocational student organizations shall be integrated in the vocational education program. Vocational teachers shall serve as adult advisors to the student organizations to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, and provide other wholesome experiences for youth.

Section 5. The Assistant Superintendent for Vocational Education shall have reviewed all vocational classes based on required local plans, professional staff data (PSD) forms, and periodic evaluation visits. Only programs and classes approved by the Assistant Superintendent for Vocational Education shall receive weights under the weighted pupil unit (WPU) distribution of State Foundation Program funds.

Section 6. Minimum and maximum class size shall be based upon program design, available facilities, and approval of the required local plan.

Section 7. The Assistant Superintendent for Vocational Education shall approve facilities and equipment prior to approving weighting under WPU for each vocational class. New approved programs must meet the minimum requirements prepared by the Assistant Superintendent for Vocational Education.

Existing programs not meeting minimum requirements shall develop a plan to meet the requirements for facilities and equipment within a reasonable period of time.

Section 8. All secondary vocational teachers shall hold teaching certificates and meet other requirements of the Kentucky State Plan for the Administration of Vocational Education.

Section 9. Students shall be admitted for enrollment and receive instruction on the basis of their potential for achieving the objectives of such instruction.

Section 10. Secondary students enrolled in public or private schools shall be permitted to enroll in vocational programs within state-operated area vocational schools consistent with that school's student enrollment quota for cooperating local school districts. Secondary students shall be at least fifteen years of age during the school year in which they enroll in a vocational preparation program. No lower age limit shall deny any student use of the facilities of vocational schools for career education experiences designed to produce occupational awareness, orientation, exploration, and limited work exposure. High School credit shall be permitted for students enrolled in vocational programs in vocational schools on the same basis as the equivalent time would be granted high school credit for programs offered in the secondary schools.

Section 11. Each local district shall provide adequate instructional supplies for each approved vocational education program. While the amount of supplies needed by each class will vary, the local district shall provide a minimum of $300 for each full-time vocational teacher. The amount shall be prorated for teachers employed less than full-time as a vocational teacher.

Section 12. The cost of instructional supplies and maintenance of equipment shall not be shifted to student fees. The student may be required to purchase items which will become the property of the student. Students may also be charged student organization dues and activity fees.

705 KAR 4:090 - Business and office education

To establish program standards for secondary school vocational business and office education programs.

Section 1. The following requirements shall apply for schools offering a secondary vocational business and office education program:

(1) The school shall offer a minimum of two business and office occupational curriculum clusters in addition to a basic program. The clusters are secretarial, clerical, accounting-jr. management, and data processing.

(2) The program shall have a minimum of three business teachers, two of whom are approved as vocational teachers.

(3) A minimum total of fifteen vocational business and office students are enrolled in the two occupational clusters.

(4) Students shall have an occupational objective card on file specifying a planned sequence of instruction.

(5) Each student's curriculum shall consist of six units of credit in business and office, four of which must be classified as vocational.

Section 2. The Future Business Leaders of America (FBLA) shall be the official student organization for business and office education.

Section 3. All vocational business and office teachers shall have a minimum of one week extended employment to complete the activities of the program and participate in approved in-service education. Minimum additional extended employment for the following shall be:

(1) First year co-op and model office coordinators: three weeks.

(2) Experienced co-op and model office coordinators: two weeks.
(3) FBLA advisers: one week for attending officer training workshop.
(4) Business and office department chairmen in departments with five or more business teachers: one week.

Section 4. The business department shall consist of a minimum of three classrooms with furniture and equipment appropriate for instruction for business occupations and equivalent to that used in business and industry. The facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for new facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The minimum qualifications for a secondary vocational business and office education teacher shall be:

(1) A baccalaureate degree with a major in an area in business.
(2) A provisional high school certificate for Kentucky.
(3) One year or 2,000 hours of work experience related to the occupation to be taught. The work experience shall be approved by the Assistant Superintendent for Vocational Education.

Section 6. Minimum standards for a cooperative education program in business and office education, in addition to general regulations governing cooperative programs, shall be as follows:

(1) The students enrolled in the cooperative education program shall have completed two business courses and shall be completed the requirements for a vocational business and office occupational cluster.
(2) The student shall spend a minimum of fifteen clock hours per week in a salaried position which provides work experience directly related to the student's educational program.

Section 7. A model office program shall meet the following minimum standards:

(1) The class shall meet for a two hour block of instruction each school day for one year.
(2) The program shall use a software simulation package approved by the Assistant Superintendent for Vocational Education.
(3) The program shall provide model office equipment and furniture arranged to simulate a realistic office environment.
(4) The students enrolled in the model office program shall have completed two business courses and shall be completing the requirements for a vocational business and office occupational cluster.

Section 8. A vocational business and office education teacher shall have no more than three different daily class preparations. If additional preparations are necessary, two planning periods will be required.

Section 9. The business and office education unit shall prepare course descriptions and criteria and distribute to local school districts when the criteria for approval are more specific then these program standards.

705 KAR 4:100 - Health and personal service education

To establish program standards for secondary school health and personal service education programs.

Section 1. The following standards shall apply for schools offering a secondary vocational health and personal service education program:

(1) The student enrollment shall not exceed the number established as approved for the available classroom and clinical facilities.

(2) The maximum student/teacher ratio for health occupations programs shall be fifteen to one per session and twenty to one for personal service programs unless otherwise approved in writing by the Assistant Superintendent for Vocational Education. In the event licensure, certification, or registration board mandates a lower student/teacher ratio, the requirements of this board shall apply.

(3) Secondary health and personal service education classes normally meet for a minimum of three hours per day. Innovative programs of shorter duration shall be approved in writing by the Assistant Superintendent for Vocational Education.

(4) The program shall meet the criteria required by state and national boards and associations that license, certify, or register the graduates of the program.

Section 2. Student leadership development activities shall be integrated into the educational program. These leadership development activities shall be provided through one of the following:

(1) Affiliation with an organization associated with the career area for which the student is preparing.

(2) Establishment of a local student leadership organization.

(3) Affiliation with a recognized vocational student organization.

(4) Affiliation with community based leadership development organizations.

Section 3. All health and personal service education instructors shall be employed for a minimum of one month beyond the regular school term to complete the activities of the program and participate in planned in-service meetings.

Section 4. The facilities requirements are;

(1) Schools offering health and personal service education shall have available for utilization educational facilities including lecture, laboratory, and classroom areas with furniture and equipment consistent with the instructional objectives of the program.

(2) The facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for new facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. An instructor in health and personal service education shall have at least a high school diploma, or its equivalent, determined by evidence of an acceptable score on a GED test administered by an approved testing center, be a graduate of an approved curriculum of vocational education in the area to be taught, and have at least three years of work experience in the area. One year of the work experience requirement may be substituted by one year of additional education beyond the high school level in an approved postsecondary school. The minimum qualifications for an instructor shall be equivalent to those required by state and national boards and associations that license, certify, or register the graduates of vocational programs. The work experience shall be approved by the Assistant Superintendent for Vocational Education. The teacher shall hold the Kentucky education certificate designated for the position. In a health careers program, at least one instructor shall be a registered nurse licensed to practice in the Commonwealth of Kentucky.

Section 6. Guided clincial experience shall be an integral part of the health and personal service educational program.

(1) The guided clinical experience shall be appropriate to the level of the trainee's skill consistent with the educational objectives of the course and shall be integrated with the classroom instruction.

(2) The school shall have a written agreement with each cooperating agency specifying responsibilities and authority of each party to the agreement.
(3) A statement of understanding shall be signed by all students prior to assignment in a clinical area.
(4) Transportation shall be available to and from clincial facilities and reflected in the program plan and budget.

Section 7. The health and personal service education unit shall prepare class descriptions and criteria and distribute to local school districts when the criteria for approval are more specific than these program standards.

705 KAR 4:110 - Home economics, consumer and homemaking

To establish program standards for secondary consumer and homemaking programs.

Section 1. The following minimum requirements shall apply for schools offering a secondary vocational program in consumer and homemaking education:
(1) The school shall offer instruction in the areas of child development, clothing and textiles, food and nutrition, housing, management-consumer education, and personal and family development.
(2) The minimum offerings shall be a two year comprehensive program and shall include all areas of instruction listed above.
(3) Supervised extended learnings which make use of consumer and homemaking instruction shall be a part of the program.
(4) Teachers shall make visits to homes of students.

Section 2. The Future Homemakers of America (FHA) shall be the official student organization for home economics education and shall be an integral part of the instructional program. The organization shall be under the direction of the home economics teacher.

Section 3. The teacher shall be employed a minimum of one month beyond the regular school term to complete the activities of the program and participate in approved in-service education. Any additional time shall be approved annually by the local school superintendent and the Assistant Superintendent for Vocational Education.

Section 4. Facilities and equipment necessary for teaching each of the areas of consumer and homemaking education shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The teacher shall be certified to teach vocational home economics and shall keep up to date by participating in activities such as graduate study, state and regional conferences, and in-service workshops.

Section 6. The home economics unit shall prepare course descriptions and criteria for programs and distribute to local school districts when the criteria for approval are more specific than these program standards.

705 KAR 4:120 - Home economics; gainful

To establish program standards for secondary gainful home economics programs.

Section 1. The following minimum standards shall apply for schools offering a secondary vocational program in gainful home economics.
(1) The curriculum shall be based on a job analysis of the occupation. It shall be specific and limited in scope to the learnings and skills related to the occupation or a cluster of closely related occupations.

(2) The class shall meet for a minimum of two consecutive class periods daily or a total of 120 minutes daily.
(3) Supervised, practical experience shall be a part of the preparatory training program.
(4) Students shall be enrolled on the basis of their interest and aptitude for a specific occupation or a cluster to closely related occupations.
(5) Facilities shall be available to enable trainees to acquire marketable skills in the occupation.

Section 2. The student organization, FHA or FHA/HERO, shall be an integral part of the program.

Section 3. The teacher shall be employed a minimum of one month beyond the regular school term to complete the activities of the program and participate in approved in-service education. Any additional time shall be approved annually by the local school superintendent and the Assistant Sueprintendent for Vocational Education.

Section 4. Facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The minimum qualifications of a secondary gainful home economics teacher shall be:

(1) A certificate to teach vocational home economics.
(2) One year or 2,000 hours work experience related to the occupation to be taught or one year teaching experience, a course related to occupational instruction and approved additional experience or occupational experiente in the area of home economics related to the occupation.

Section 6. A cooperative class shall meet the following minimum standards:

(1) The student shall have completed at least one semester in the gainful home economics occupation in which he will be placed for paid work experience.
(2) A related class of at least one hour per day shall be concurrent with the supervised occupational experience.
(3) Supervised occupational experience shall consist of two to three hours per day or the equivalent number of hours per week in an approved training station for a semester or a year under the supervision of the cooperating employer and the teacher.

Section 7. The home economics education unit shall prepare course descriptions and criteria and distribute to local school districts when the criteria for approval are more specific than these program standards.

705 KAR 4:131 - Industrial education programs

To establish program standards for secondary school industrial education programs.

Section 1. A comprehensive program of industrial education shall consist of three educational development levels. Permission must be obtained from the Assistant Superintendent for Vocational Education if less than a comprehensive program is to be offered.

Section 2. The following program requirements shall apply to Level I of an industrial education program:

(1) Level I shall consist of subjects that pertain to general industrial orientation and exploration. The subjects may be offered during the seventh, eighth, or ninth grade.

(2) Level I consists of four approved subjects. At least two out of the four subjects shall be offered at Level I. The articulation of Level II and Level III shall be considered when seeking Level I subjects. Any exception to the offerings will be made for the purpose of experimentation or research with the approval of the Assistant Superintendent for Vocational Education.

(3) A practical arts program may substitute for Level I if at least two Level I subjects are offered.

(4) A Level I subject shall be offered for a minimum of nine weeks to a maximum of eighteen weeks for one period each day.

(5) Class size shall be determined by the number of individual work stations provided. No more than twenty-seven students shall be the responsibility of one teacher at any given time.

Section 3. The following program requirements shall apply to Level II of an industrial education program:

(1) Level II shall consist of subjects that pertain to an in-depth exploration of several industrial material, process, and occupational areas. The subjects may of offered during the ninth, tenth, eleventh, or twelfth grade.

(2) Level II consists of eight approved subjects. At least two out of the eight subjects shall be offered at Level II. The articulation of Level II with Level I and III shall be considered when selecting Level II subjects. Any exception to the offerings will be made for the purpose of experimentation or research with the approval of the Assistant Superintendent for Vocational Education.

(3) A Level II subject shall be offered for a minimum of eighteen weeks to a maximum of thirty-six weeks for one period per day. A sub-topic in each subject shall be offered for a minimum of six weeks to a maximum of twelve weeks for one period per day. A sub-topic can be scheduled as a phase elective offering in a phase elective program.

(4) Class size shall be determined by the number of individual work stations provided. No more than twenty-four students shall be the responsibility of one teacher at any given time.

Section 4. The following program requirements shall apply to Level III of an industrial education program.

(1) Level III shall consist of preparing students for entry level employment in specific occupations. A subject may be offered during the eleventh and twelfth grades.

(2) Level III subjects in an industrial education program shall be organized to operate for three consecutive hours, including passing time on a daily basis during the school year. Any exception to this schedule will be made for the purpose of experimentation or research with the approval of the Assistant Superintendent for Vocational Education.

(3) Students enrolled in Level III subjects shall be at least fifteen years of age during the school year in which they enroll, and they shall be enrolled on the basis of their potential for achieving the specific occupational goal they have chosen.

(4) Courses of instruction shall be made up of specific occupational content and be of sufficient length to prepare students with entry level skills in the occupation.

(5) Class size shall be determined by the number of individual work stations provided. No more than twenty students shall be the responsibility of one teacher at any given time.

(6) In addition to other regulations governing cooperative programs, Level III students participating in these programs shall spend time on the job equal to that spent in school on an alternate or rotating basis.

Section 5. The facility for any level of an industrial education program shall be of adequate size and design to accommodate the activities, equipment, and number of work stations unique to each level. Equipment in Level III of an industrial education program shall be equivalent to that used in industry. Facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 6. (1) Level II of an industrial education program may provide for students to participate in an industrial education club as an integral part of instruction.

(2) The Vocational Industrial Clubs of America (VICA) shall be the official youth organization for Level III students. The organization shall function as an integral part of the instructional program.

Section 7. The minimum qualifications for employment of an industrial education teacher shall be as follows:

(1) Level I and Level II teachers shall hold a valid provisional or standard high school certificate with an endorsement for teaching industrial arts or industrial education at the orientation and exploration levels.

(2) Level III teachers shall hold a valid teaching certificate designated for the curriculum to be taught.

Section 8. Industrial education teachers shall be employed beyond the regular school term as follows:

(1) Level I and Level II teachers shall be employed at least one week beyond the regular school term to complete the activities of the program and participate in approved in-service education.

(2) Level III teachers shall be employed at least one month beyond the regular school term to complete the activities of the program and participate in approved in-service education.

705 KAR 4:140 - Marketing and distributing education

To establish program standards for secondary school distributive education programs.

Section 1. The following minimum requirements shall apply for schools offering a secondary marketing and distributive education program:

(1) The school shall offer a three year program of instruction beginning in grade ten.

(2) Simulated laboratory programs shall be two hours in length and offered for seniors.

(3) Students shall have an occupational objective statement on file specifying a planned sequence of instruction.

Section 2. Distributive Education Clubs of America (DECA), the official student organization for marketing and distributive education, shall be an integral part of the instructional program.

Section 3. Teachers of marketing and distributive education shall have a minimum of one month extended employment beyond the regular school year to complete the activities of the program and to participate in approved in-service education.

Section 4. The marketing and distributive education facilities shall include a classroom-laboratory, teacher's office, and storage room. The facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for new facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The minimum qualifications for a secondary marketing and distributive education teacher shall be:

(1) A baccalaureate degree with a major or area in distributive education, business administration, or business education (accounting or general business).
(2) A provisional or standard high school certificate for Kentucky.
(3) One year or 2,000 hours occupational experience in distributive occupations which shall be approved by the Assistant Superintendent for Vocational Education.
(4) Majors in business administration or business education must complete nine semester hours in a planned in-service program, including a minimum of six semester hours in professional distributive education and three semester hours in relevant content preparation.

Section 6. Minimum standards for a cooperative education program in marketing and distributive education shall be a minimum of fifteen clock hours per week in a salaried position which provides work experience directly related to the student's educational program, in addition to other regulations governing cooperative programs.

Section 7. The Marketing and Distributive Education Unit shall prepare program descriptions and criteria and distribute to local school districts when the criteria for approval is more specific than these program standards.

705 KAR 4:160 - Public service occupations

To establish program standards for secondary public service education programs.

Section 1. The following minimum standards shall apply to those schools offering a vocational public service occupations education program at the secondary level:

(1) The school shall offer a two year public service education program of instruction in grades eleven and twelve.
(2) Students shall have an occupational card on file specifying a planned sequence of instruction.
(3) The public service occupations education class shall meet for three hours of classroom instruction and work experience and/or supervised on-the-job training per day.

Section 2. The Vocational Industrial Clubs of America (VICA) shall be the official student organization for public service occupations students.

Section 3. All vocational public service occupations teachers shall have a minimum of three weeks extended employment to complete the activities of the program and participate in approved in-service education.

Section 4. Teaching aids, required space, facilities, and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for new facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The minimum qualifications for a secondary vocational public service occupations education teacher shall be:

(1) High school diploma.
(2) Three years work experience realted to the occupation to be taught which shall be approved by the Assistant Superintendent for Vocational Education.
(3) Teacher shall hold one year vocational education certificate for public service occupations education and shall be approved by the Assistant Superintendent for Vocational Education.

Section 6. Supervised occupational work experience for students shall be three hours per day. School attendance or work periods may be on alternate half days, weeks, or other periods of time in fulfilling the co-operative vocational education program which shall be approved by the Assistant Superintendent for Vocational Education.

Section 7. The public service occupations education unit shall prepare class descriptions and criteria and distribute to local school districts when the criteria for approval are more specific than these program standards.

705 KAR 4:170 - Special vocational education

To establish program standards for special vocational education programs at the secondary level.

Section 1. The following minimum requirements shall apply for schools offering a secondary special vocational education program:

(1) The program shall be designed primarily to serve disadvantaged and handicapped individuals and those persons whose needs for vocational education are unique in that new and innovative methods or combinations of various areas of vocational education are indicated as being required.
(2) The school shall establish the needs for the program based on diagnosis of students' needs, interests, abilities, and opportunities for becoming employable.
(3) Records of identification shall be on file at the school for students enrolled in special vocational education programs designed for disadvantaged and handicapped.
(4) Students shall be from any level of the secondary school population or an ungraded class.
(5) The curriculum and teacher's schedule shall be flexible and designed to meet the unique learning needs of the students.

Section 2. Students in special vocational education programs shall be permitted to participate in student organizations within respective vocational program areas if they meet the membership qualifications as set forth by each organization.

Section 3. All special vocational education teachers involved in programs of orientation and exploration in the world of work, which have components of work experience and interlocking cooperative vocational education programs, shall have a minimum of one week extended employment to complete the activities of the programs and participate in approved in-service education.

Section 4. The proposed program shall determine the type of classroom space (standard classroom, combination classroom-laboratory or mobile unit), furniture and equipment appropriate for instruction for special vocational programs. The facilities and equipment shall be approved by the Assistant Superintendent for Vocational Education. Minimum standards for new facilities and equipment shall be prepared and distributed by the Bureau of Vocational Education.

Section 5. The minimum qualifications for a special vocational education teacher at the secondary level shall be:

(1) A baccalaureate degree;
(2) A provisional or standard certificate for Kentucky; and
(3) One year or 2,000 hours of wage-earning experience in business and industry. The work experience shall be approved by the Assistant Superintendent for Vocational Education prior to employment.

Section 6. The special vocational functions unit shall prepare course descriptions and criteria and distribute to local school districts when the criteria for approval are more specific than these program standards.

705 KAR 4:190 - Adult program standards

To establish general standards for adult vocational education programs.

Section 1. The adult vocational program curriculum offering shall be intensive units of instruction designed specifically to meet the immediate needs of the students enrolled. The units shall be either preparatory in nature or supplemental to the employment needs of the enrollee. A course outline specifying the individual units to be taught, objectives of the instruction, and estimated time devoted to each unit shall be submitted with a program application.

Section 2. Adult programs shall be designed to meet the needs of persons who have entered the labor market or are temporarily unemployed and need retraining in preparing for the new career.

Section 3. A minimum enrollment of ten students shall be maintained for approval of an adult program in vocational education. A request to provide programs for smaller classes shall be submitted in writing and recommended by the program unit director before approval by the Assistant Superintendent for Vocational Education.

Section 4. Programs shall be offered for the number of hours necessary to meet the course objectives and scheduled appropriately for the participants. Courses shall consist of either a single short unit or multiple units that are related. Each program shall have specific objectives that are related to occupational goals and designed to meet the specific needs of the students.

Section 5. Student fees for adult vocational education programs shall be set annually by the State Board of Education.

705 KAR 7:010 - Definitions

To define terms pertinent to adult basic education in Kentucky.

Section 1. The following definitions apply for all adult basic education programs in Kentucky:

(1) "Eighth Grade Equivalency Certificate" means a certificate issued by a local board of education indicating that a person's educational achievement level is equivalent to that of persons who have completed the eighth grade while formally enrolled in school.
(2) "High School Equivalency Certificate" means a certificate issued by the State Department of Education which indicates that a person's educational achievement level is equivalent to that of persons who have formally graduated from high school.
(3) "General Education Development test" means the test used to determine a person's eligibility for issuance of a High School Equivalency Certificate. This test is referred to as the GED test.

707 KAR 1:003 - Annual program plan for the administration of the education of the handicapped act

The State Plan for the Administration of Education of the Handicapped Act, Part B, must be amended annually in order to be eligible to receive Federal funds under P.L. 93-380, as amended by P.L. 94-142.

707 KAR 1:040 - Tuition and support programs for deaf-blind children

To repromulgate State Board for Elmentary and Secondary Education regulations for programs for deaf-blind children.

707 KAR 1:041 - Programs for deaf-blind children

To promulgate State Board for Elementary and Secondary Education regulations for programs for deaf-blind children. This regulation is necessary to assure uniformity in providing special education and related services to deaf-blind children and to conform with Public Law 94-142.

707 KAR 1:051 - Exceptional children's programs

To promulgate State Board for Elementary and Secondary Education regulations for programs for exceptional children. This regulation is necessary to assure uniformity in providing special education and related services to exceptional children and to conform with Public Law 94-142.

707 KAR 1:052 - Programs for children with communication disorders

To promulgate State Board for Elementary and Secondary Education regulations for programs for children with communication disorders. This regulation is necessary to assure uniformity in providing special education and related services to children with communication disorders and to conform with Public Law 94-142.

707 KAR 1:053 - Programs for crippled and other health impaired children

To promulgate State Board for Elementary and Secondary Education regulations for crippled and other health impaired children. This regulation is necessary to assure uniformity in providing special education and related services to crippled and other health impaired children and to conform with Public Law 94-142.

707 KAR 1:054 - Programs for the emotionally disturbed: behavior disordered

To promulgate State Board for Elementary and Secondary Education regulations for programs for emotionally disturbed (behavior disordered) children. This regulation is necessary to assure uniformity in providing special education and related services to emotionally disturbed children and to conform with Public Law 94-142.

707 KAR 1:055 - Programs for home instruction, hospital instruction, and combined home and hospital instruction

To promulgate State Board for Elementary and Secondary Education regulations for home instruction, hospital instruction, and combined home and hospital instruction programs. This regulation is necessary to assure uniformity in providing special education and related services in the home and/or hospital setting and to conform with Public Law 94-142.

707 KAR 1:056 - Programs for children with specific learning disabilities

To promulgate State Board for Elementary and Secondary Education regulations for learning disabled children. The regulation is necessary to assure uniformity in providing special education and related services to children with specific learning disabilities and to conform with Public Law 94-142.

707 KAR 1:057 - Programs for mentally handicapped children

To promulgate State Board for Elementary and Secondary Education regulations for programs for mentally handicapped children. This regulation is necessary to assure uniformity in providing special education and related services to mentally handicapped children and to conform with Public Law 94-142.

707 KAR 1:058 - Programs for multiple handicapped children

To promulgate State Board for Elementary and Secondary Education regulations for programs for multiple handicapped children. This regulation is necessary to assure uniformity in providing special education and related services to multiple handicapped children and to conform with Public Law 94-142.

707 KAR 1:059 - Programs for visually handicapped children

To promulgate State Board for Elementary and Secondary Education regulations for programs for visually handicapped children. This regulation is necessary to assure uniformity in providing special education and related services to visually handicapped children and to conform with Public Law 94-142.

707 KAR 1:060 - Identification, evaluation and placement policy and procedure

The Consent Agreement in Kentucky Association for Retarded Children, et.al., v. Kentucky State Department of Education, et.al., Civil Action No. 435, U.S. District Court, Eastern District of Kentucky, specifies that regulations and guidelines be established for the identification and placement of exceptional children in local school districts. 707 KAR 1:051, Section 9, and P.L. 94-142, Section 615, assure that each child, parents and the local school districts will be guaranteed procedural safeguards relative to the identification, evaluation and placement of exceptional children. This manual provides policies and procedures relative to the fulfillment of the Consent Agreement, 707 KAR 1:051, Section 9, and P.L. 94-142, Section 615.

707 KAR 1:070 - Non-public school program approval

The Consent Agreement in Kentucky Association for Retarded Children, et.al., v. Kentucky State Department of Education, et.al., Civil Action No. 435, U.S. District Court, Eastern District of Kentucky, specifies that Regulations and Guidelines be established for the identification and placement of exceptional children in local school districts. KRS 157.224 specifies the Commonwealth of Kentucky is committed to providing a comprehensive educational program for its exceptional children. This commitment is consistent with Section 612(6) of Public Law 94-142 which places with the state education agency the responsibility for general supervision of all educational programs for exceptional children in the state including those provided by public agencies by private agencies with which public agencies contract. This responsibility includes insuring that these programs meet federal requirements and state standards. KRS 157.280 specifies if a number of children of compulsory school age in one classification of exceptionality in a district is not sufficient to justify a special education program for that exceptionality in that district, or if a school district does not provide a special education program for that exceptionality the board shall provide a program by contract with another county or independent district or private organization that maintains a special education program approved for that exceptionality by the State Board for Elementary and Secondary Education, the amount not to exceed the amount designated by the state department of education for a child of that particular exceptionality. Public Law 94-142, Section 613 specifies that in all such instances, the state educational agency shall determine whether such schools and school facilities meet standards that apply to state and local educational agencies and that children so served have all the rights they would have if served by such agencies. This Kentucky Administrative Regulation provides policies and procedures relative to the fulfillment of the Consent Agreement, KRS 157.280, 157.305, 157.224, and Public Law 94-142, Sections 612(6) and 613(a)(4)(a)(ii).

707 KAR 1:080 - Appeals board

The Consent Agreement in Kentucky Association for Retarded Children, et.al., v. Kentucky State Department of Education, et.al., Civil Action No. 435, U. S. District Court, Eastern District of Kentucky provides "To adopt a regulation establishing an appeals procedure within the Department of Education of the Commonwealth of Kentucky for appeals by a parent of an exceptional child for whom no local regular or special program has been provided in order to coordinate various special education programs which may be available to the child outside the local school district. The regulation shall direct the state Superintendent of Public Instruction to designate an individual or individuals within the Department of Education of the Commonwealth of Kentucky to hear such appeals. Such procedure shall be so structured as to guarantee that said appeal may be prosecuted in the minimum amount of time."

STATE BOARD OF EDUCATION RESOLUTIONS:

Negro & Minority Race History - May 1, 1968

That all senior high school American History courses must include adequate treatment of the historical significance and the important role of the Negro and other minority races in our Nation's growth and progress.

Metric Instruction

Teachers of all grades should teach the metric system to assure, as a national goal, the orderly transition to the use of the metric system as a primary system by 1980.

Character Education

Character education shall be an integral part of instruction at all levels and in all appropriate areas of study. A written plan setting forth the methods by which these programs will be integrated shall be developed.

STATE BOARD OF EDUCATION POLICY:

Physical Fitness

To improve the physical fitness of elementary and secondary students by establishing quality physical education programs.

Unwed Mothers

The population of teenage parents is growing. A significant number of adolescent mothers who deliver will keep their babies and pregnancy is the reason most frequently cited for girls dropping out of school. The State Board for Elementary and Secondary Education believes that these young people should have an opportunity to continue their education and to receive special help where necessary in meeting their family responsibilities. The State Board for Elementary and Secondary Education supports a program for these young people which will encourage them to improve their abilities to fill their roles as parents.